MANCHESTER
CITY COUNCIL

Member Development Strategy

2022 - 2024

Document Control

Title	Member Development Strategy
Document Type	Strategy document
Author	Jonathan Kershner
Owner	Member Development Working Group
Subject	Member Development
Government Security Classification	Official
Created	30/01/2019
Approved by	Fiona Ledden, City Solicitor
Date of Approval	25/02/2019
Review due	2 years from date of approval or earlier where there is a change in the applicable law or Council policy, affecting this strategy

Revision History

Version	Date	Author	Description of Change
1.0	30/01/2019	Jonathan Kershner,(JK) Head of Business Support and Development, Legal Services.	First Publication
1.1	04/03/2020	JK	Updates to Appendix A, Update to Appendix B - new question added to evaluation form
1.2	05/02/2021	JK	Minor changes, Strategy extended to 2022, update to New Member Induction and Appendix A.
2.0	11/02/2022	JK	Strategy fully reviewed.
2.1			
2.2			
2.3			
3.0			

Content

1. Introduction

Our vision for Manchester as set out in the Our Manchester Strategy is to be in the top-flight of world class cities by 2025 and to be somewhere that is:

- Thriving
- Full of Talent
- Fair
- A great place to live
- Connected

Up to 2025, as we recover from COVID-19, we'll maintain Manchester's vibrancy and make sure all our communities are included in the life of the city, regardless of their age, ethnicity, gender, disability, sexuality, faith, or socioeconomic background.

We want to lead by example when it comes to responding to climate change. So we aim to make Manchester a zero-carbon city by 2038 or before – at least 12 years earlier than the national 2050 target.

Our Councillors are at the heart of making these things happen. Manchester City Council is committed to helping our Councillors ensure they have the skills and knowledge they need to carry out their wide ranging and fast changing roles as effectively as possible . The knowledge, enthusiasm and expertise of Manchester's Members is crucial as we strive to match our ambition with our capacity to deliver. The Council recognises that our Councillors need the right support to manage the many priorities of the modern Manchester Councillor.

This strategy seeks to set out a clear direction to help equip our Members with the skills and knowledge they need to fulfil their roles and to enable the Council and our Members to make best use of time and resources. It covers how we identify development needs, the ways in which Members can participate in learning and development , and how we measure the success of the learning.

This strategy has been reviewed by the Council's Standards Committee and approved by the Council's Monitoring Officer. It has been distributed to all Members and the Council's Strategic Management Team .

This strategy does not cover co-opted committee members. They will be provided with appropriate specialist training relevant to their roles.

2. Our Vision

Recent years have seen many changes in local government and the challenges they present require Members and officers to be responsive and flexible. The Council has worked with our residents, businesses and partners to adopt the Our Manchester Strategy to meet these challenges and deliver our ambitions together through the Our Manchester behaviours :

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.

The Council's contribution to the Our Manchester vision is set out in the Corporate plan, setting the Council's priorities for the next 2 -3 years. One of the key priorities is to be a well-managed Council which includes to support our people to be the best and make the most of our resources.

To achieve this, we need to ensure that learning and development is appropriately focused, well delivered and that resources are used effectively to achieve maximum benefit.

Learning and development applies to all Councillors even those who have served on the Council for a long time as part of **continuing** development . The key to this Member Development Strategy is that all Councillors have a responsibility to their communities and the Council to continuously develop and to keep up to date with the challenges facing local government and to help ensure that the Our Manchester vision becomes a reality.

3 . Our Objectives

The key objectives are to :

- Ensure all Members are well equipped with the skills, knowledge and behaviours to enable them to fulfil their various roles effectively and to the best of their ability.
- Ensure that all our Members have equal access to training and development opportunities, providing extra resources to accommodate those with special requirements.
- Support a consistent approach to learning and development for Members
- Ensure that new Members are fully supported during induction and beyond to allow them to carry out their duties effectively as quickly as possible.
- Broaden knowledge around Council business, the Corporate plan, key strategies and areas of changing priorities.
- Encourage a supportive environment where Members help to develop their colleagues.
- Ensure that the learning and development of Members is recognised as crucial to the Council's success and to the success of the Our Manchester Strategy .
- Facilitate regular assessment of training needs and the learning and development programme by Members.
- Evaluate the effectiveness of the training programme and the Member Development strategy.
- Facilitate a planned and strategic approach to member development
- ***Ensure that member development is led jointly by members and officers.***
- Develop and deliver (with Member involvement and engagement) an effective Member Learning and Development Programme.

4. Key Responsibilities

Monitoring Officer

Overall responsibility for Member learning and development rests with the Monitoring Officer - the key to its success however is that it is owned by the Council as a whole .

Standards Committee

The Standards Committee is responsible for promoting and maintaining Members ethical standards.

Lead Member for Training and Development

The lead member for training and development is the statutory deputy leader who works closely with the monitoring officer in ensuring that the training needs of all Councillors are met. To achieve this there needs to be a clear and consistent approach not only to identifying and delivering training but one which also provides opportunity for Members to have direct input into their own development.

The Monitoring Officer, supported as required by the Lead Member for Training and Development, is responsible for the following key tasks:

- Provide strategic direction to formulate, implement and evaluate Member development.
- annually review the 'Member Development Strategy'
- Promote development opportunities including sharing learning and best practice.
- To promote and encourage completion of a training needs assessment by Members, through their group officers (where appropriate) and to use the results as one of the tools for identifying and prioritising training needs.
- Support the work of the Standards Committee in promoting and maintaining ethical standards.
- Compile an annual training plan that reflects the priorities identified and with learning opportunities spread evenly throughout the year.

- Be responsive to and include emerging training needs into the plan as they arise ensuring training links with the Council's aims policies and objectives
- Strategically monitor the Member Development Budget ensuring that the training budget is being used effectively.
- Encourage provision of feedback by Members following any development activity.
- Consider a variety of options for delivering training and monitor their effectiveness, including formal training, e-learning and other online resources, members handbook, drop-in lunchtime sessions, marketplace events.
- Explore opportunities to promote learning and development on a GM/Regional level
- Support the delivery of a robust induction programme for new Members and promote buddying/mentoring within 'groups'

Group Officers

Group Officers have a key role in supporting member learning and development within their Groups .This involvement is key in order to assess training needs and to facilitate buddying and mentoring arrangements, particularly for new Members. Group Officers also have a role to play in encouraging attendance at training and understanding the reasons for non-attendance as well as considering and supporting ways in which improvements can be made to participation in development and learning opportunities by Members in their Group .

Members

The key roles of all Councillors are set out in Article 2 of the Council's constitution i.e. to :

- collectively be the ultimate policymakers and carry out a number of strategic and corporate management functions;

- bring views of their communities into the Council's decision-making process;

- effectively represent the interests of their ward and of individual constituents;

- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;

- respond to constituents' enquiries and representations, fairly and impartially;

- participate in the governance and management of the Council;

■ be available to represent the Council on other bodies; and

■ maintain the highest standards of conduct and ethics.

It is essential that all Members have the necessary skills and knowledge to fulfil these roles. All Members are responsible for, and have direct input into, their own development. This can be achieved by highlighting their development needs, including participating in a needs assessment with their Group Officers. Members are also responsible for attending any mandatory training, participating in learning and development opportunities and providing meaningful feedback to **the Monitoring Officer.**

Members will be expected to participate in learning and development in the following ways :
- New Members will attend and participate in the Induction Programme
- Members of Planning and Licensing Committees will attend training on Planning and Licensing decision making including refresher training
- Participating in training and attending training or briefings
- New Scrutiny Chairs will attend training on Scrutiny matters
- Supporting each other through mentoring and advice
- Sharing and cascading learning within groups
- Completing post training feedback forms .

5. The Programme - Identifying learning and development needs

For the purpose of this strategy, development can be divided into 3 broad categories

- Knowledge - including workings of the Council, policies, community strategy
- Skills - including negotiating/influencing skills, social media, IT
- Role Specific - relating to particular roles on committees/external bodies

The following training is mandatory:

- New member induction
- Planning and Highways (for committee members)
- Licensing (for committee members)

Knowledge

New Members

All new Members will be required to attend the induction programme(discussed in further detail at section 6). They will also have opportunity to highlight any development needs and benefit from mentoring opportunities, through their Group Officers.

All Members

Chief Officers will engage with the **Monitoring Officer** to suggest and deliver learning and development relevant to all Members e.g. planning, welfare and benefits, budget etc All Members will be encouraged to participate in Council wide development such as the Our Manchester Experience.
It is also expected that all members will undergo training in priority areas such as Equality and Diversity, Safeguarding, Carbon Literacy and Cyber Security.

Skills

All Members will be encouraged to complete a training needs assessment through their Group Officers or **for members not in a Group with an officer from HR**. The anonymised information collected will be fed back through Group Officers and used to highlight common skill needs. It will also inform and support the delivery of training which is focused and appropriate to these overall needs. Group Officers will also work with their members to help identify those willing to act as mentors and champions.

Role Specific

Development needs in this area will be determined by the specific role held by individual Members. E.g.

- Members of the Licensing and Planning and Highways committees are required to attend mandatory in-house training.
- All newly appointed Scrutiny Chairs will receive in-house training on Governance and Decision making, the role of a scrutiny chair, scrutiny of a key decision and call in. They are also encouraged to attend a 2-day residential LGA course and attend the annual Centre for Public Scrutiny conference
- All members of Scrutiny Committees are to be offered scrutiny related training delivered by the LGA.
- Preparatory Civic Coaching is offered to Deputy Lord Mayors

Chief Officers will support the identification of development needs in relation to roles linked to a specific committee and ensure they are included as part of the development planning process.

How can members make requests for development and training?

Members can apply for training through their Group Officers. The Monitoring Officer *in consultation with the lead member for training and development* will consider the request and, taking into account available budget, determine the most efficient means of delivery.

Scrutiny Chairs are encouraged to highlight any training needs for themselves or their committee to the Scrutiny lead officer.

6. Delivering training and development

Annual training plan.

An annual training plan will be produced **by the Monitoring Officer** reflecting the needs identified above. This will ensure that development is provided in a structured way and spread throughout the year, making best use of Member/Officer time and resources. The training plan will be informed by needs identified by committees, and individual members' training needs assessments through their Group Officers. It will also consider the overall strategy, evaluation from the previous year and any changes in the law. Options for training and development for the forthcoming municipal year will be looked at in December/January and a proposed annual training plan will be drawn up taking into account that the plan needs to be responsive where new training needs emerge e.g. as a result of changes in legislation or policy. The proposed plan will be considered by the Monitoring Officer **in consultation with the lead member for training and development**, with the programme commencing in May.
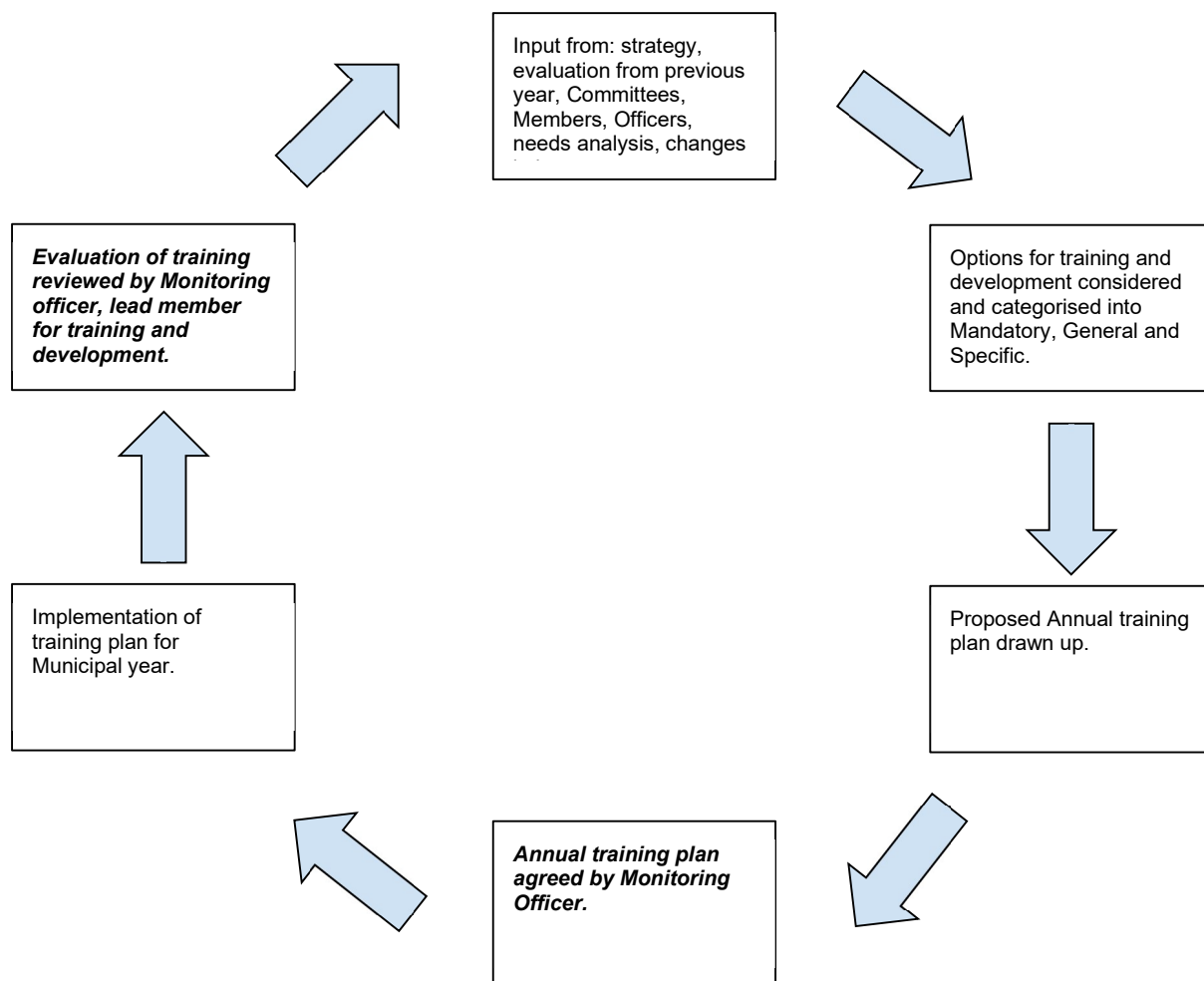
Training and development will be classified as follows

- Mandatory - Induction/required for a specific role
- General - recommended, to ensure all members are able to fulfil their roles including new or changing legislation or major policy or service changes including new ways of working e.g. the move to google and moderm.gov.)
- Specific - promoted to further develop members' skills, knowledge in a particular area of interest.

(A list of current options for training and development opportunities is attached at Appendix A, categorised as above)

The diagram below sets out how the annual training 'cycle' will operate.

Annual training cycle

Input from: strategy, evaluation from previous year, Committees, Members, Officers, needs analysis, changes

Options for training and development considered and categorised into Mandatory, General and Specific.

Evaluation of training reviewed by Monitoring officer, lead member for training and development.

Proposed Annual training plan drawn up.

Implementation of training plan for Municipal year.

Annual training plan agreed by Monitoring Officer.

The Monitoring Officer *in consultation with the lead Member for training and Development* will be responsible for reviewing and updating the content of the plan as new priorities arise and providing a steer on the prioritisation of training within the programme, taking into account any emerging themes or needs to be included. The training plan will be distributed to all Members who will be able to highlight any training gaps at the earliest opportunity.

Induction for New Councillors

All newly elected Councillors will undergo an induction programme split over *3* sessions. Returning Councillors will be welcome to attend as a refresher.

Session 1 will primarily focus on legal and constitutional matters e.g.

- Code of conduct - setting out the rules that apply governing behaviour and registration and declaration of interests when acting in an official capacity
- Gifts and hospitality - guidance on acceptable and unacceptable gifts and hospitality and, where required, how to declare them.
- Data protection - highlighting members' responsibilities when handling personal information on behalf of the Council and as a ward representative.
- Freedom of information - Understanding how Freedom of Information requests apply to members when undertaking Council business.
- Member/Officer relations - highlights the importance of mutual respect and sets out the protocols about what support members can expect from officers given the need for Officers to remain fair and impartial.
- Use of Council resources - sets out the circumstances under which resources provided to Councillors can be legitimately used.
- Access to Information
- Social Media Guidance
- Governance and decision making - sets out the structure of the Council, the decision-making process and the role of scrutiny committees.
- Member DBS checks

Where possible this session will include a practical exercise undertaken in small groups .

Time is also made available for Group Induction.

This will be followed by a shorter afternoon programme dealing with more practical matters.

- Housekeeping information for members - a guided tour of members facilities, an introduction to members services, photographs and allocation of passes.
- *An introduction to Member Development*
- ICT - Allocation and set up of equipment with ICT colleagues *and identification of ICT related training needs and additional support.*

Sessions 2 *and 3* will cover key information

- Casework - How neighbourhood services are delivered, support available to members from neighbourhood officers, and an opportunity to hear from an experienced member about their experiences. *Understanding Safeguarding issues*
- *Member safety- practical advice for members on how to keep safe when carrying out their roles in the community.*
- *Budget - a high level introduction to the Council's budget from sources of funding to the budget setting process*
- *Key strategies - existing and planned strategies to deliver Our Manchester*

Casework and Health and Safety Sessions will be scheduled as soon after Session 1 as possible.

It will also be expected that new Members undertake bespoke training in the following key areas as part of their on-going development
- *Equality and Diversity*
- *Carbon Literacy*
- *Cyber Security*

and participate in Our Manchester and 'listening in action' Sessions
The scheduling and content of the induction will be agreed by the monitoring officer in consultation with lead member for training and development
Evaluation will be conducted to inform future training provision for new Councillors and subsequent induction programmes.

A more tailored version of the induction programme will be provided to new Members elected following a by-election.

Where possible, new Councillors will also be supported by a mentor/buddy as arranged by their political groups.

They will also be provided with a Members Handbook including key information about how the Council operates, the Executive and decision-making process,

directorate responsibilities and the role of officers, the constitution, Health and Safety for Councillors, claiming allowances and essential contacts.

It is recognised that the induction of new Members is an ongoing process and further training opportunities will be made available to support their specific development needs, as identified.

Learning and Development - Delivery methods

There are a variety of ways in which members can learn and develop

- Formal training sessions
- Presentations at Committee or at Full Council
- drop-in sessions/marketplace events
- E-learning and online resources
- Bulletins/Written materials e.g. Members Update on Ethical Governance newsletter.
- Briefings
- Mentoring/Coaching/Buddying

To encourage member involvement and generate participation a flexible approach is crucial. It is recognised that Members may have preferences around delivery methods and that some subjects more easily lend themselves to a particular method.

The Council's e-learning portal offers access to over 200 courses from softer skills such as effective communication, challenging behaviours, handling difficult conversations to essential information such as Information Governance, Equality and Diversity, Health and Safety. The benefits of e-learning are that it allows Members to study at a time and pace that suits them. The flexibility that e-learning provides might also address some of the issues around non-attendance at more formal training as well as allow resources to be focused elsewhere.

Wherever possible, member preferences will be taken into account and consideration will always be given to those who are unable to access a particular method adopted.

IT skills are increasingly important to Members, in order to fulfil their roles effectively. Training in this area will focus on ensuring Members have the skills to

- Use email to communicate with constituents, officers and other bodies
- ***Participate in virtual meetings***
- Access and use online documents
- Conduct electronic research
- Use apps such as Modern.gov

- Use an electronic case work case management system

Training in this area is often best provided on a 1:1 basis, or in small groups supporting Members to progress at their own pace.

All members will also have access to a **document repository** where they can find the Members' Handbook , Guidance such as the Code of Conduct and Social Media Guidance ,training information, slides and presentations, learning aids, workbooks and videos, useful information and documents. This will be accessible from any device.

How will Learning and Development opportunities be communicated to members?

The rolling training programme will be shared with all members, so they are aware of planned training over the period. Members will be made aware of any changes to this programme by means of a bulletin.

All communications about training will be sent from a dedicated email account member.development.group@manchester.gov.uk to ensure they stand out as relating to training.

Individual training events will be promoted with an 'advert' setting out in advance, clear goals and objectives and highlighting the relevance to Members.

When will training be held?

In-house sessions will be scheduled at times to suit Members and where possible Members will be given a choice of dates/times. Where training will take up a full day as much advance notice as possible will be given.

Consideration will also be given to drop-in sessions and lunchtime events on those days when Members would normally be attending the Town Hall on other business.

Who will deliver training?

There will be a mix of in-house trainers, partners and external providers as appropriate. Where possible training will be delivered in partnership with other Local Authorities and organisations.
HROD have established a framework of learning providers to ensure that there is a network of experienced practitioners that can respond to the Council's learning and development requirements.

7. Feedback and Evaluation

Feedback

All Councillors who attend development opportunities will be asked to complete an evaluation form or provide more detailed feedback as appropriate. This information will be collated and reviewed by *the Monitoring Officer* to ensure that training attended is relevant and also gauge its usefulness for others.

A short evaluation form (attached at Appendix B) has been created, that Members can easily complete at the end of a training session. The form will also be emailed out to all attendees for those unable to complete on the day and to offer a further opportunity to provide additional feedback or comments.

The information gathered above will allow review of both content and method of delivery and ensure that the key objectives above are being met.

Attendance

Attendance will be monitored and reviewed in order to focus on issues around non-attendance. To maximise attendance, training opportunities will be well advertised and highlight the specific benefits to Councillors in relation to their role. Training records will be maintained recording expressions of interest, numbers enrolled and actual attendance.

All Members who have booked on to training will be sent a reminder email up to one week prior to the event. A read receipt will be attached to try and highlight any members who may not have seen the reminder.

Where places are not limited, email reminders of training events will also be sent out to all Councillors to encourage maximum attendance on the day.

Where Members do not attend training, they have been booked on, they will be contacted asking for the reason why they were unable to attend. The support of Group Officers will be sought to encourage attendance and to deal with non-attendance as appropriate.

Information gathered above will be used to explore, with Group Officers, the reasons for non-attendance, tackle emerging issues and consider appropriate mechanisms to increase attendance levels.

Evaluation

To enable full evaluation of the effectiveness of the approach to member learning and development the following will be considered:

- Training evaluation forms completed by Members
- Other feedback received from Members
- Feedback received through Group officers resulting from completed needs assessments
- Annual Member survey will include a section on training
- Statistics on Member participation including attendance

8. Resources

An annual budget of £28,567 has been allocated for member training and development in the financial year *2022/23.* In addition, there is a small budget which can be called upon to support scrutiny training.

Member Services will provide administrative support to the delivery of training.

9. Review of this Strategy

This Strategy will be reviewed every 2 years or earlier where there is a change in the applicable law or Council policy, affecting this strategy.

It will help ensure all Members are equipped with the skills and knowledge necessary to support their communities, the success of the Council and the Our Manchester strategy.

(Appendix A)

Members Training and Development

Mandatory

Induction Programme

All newly elected and returning members are required to attend an induction programme split over **3** sessions.

Session 1 focuses on code of conduct, gifts and hospitality, data protection, freedom of information, member/officer relations, use of Council resources, governance and decision making.

This is followed by a tour of members facilities, introduction to member services, photographs and allocation of passes. ***Allocation and set up of equipment with ICT colleagues and identification of ICT related training needs and additional support.***

*Session 2 focuses on Casework and Member Safety and will **be scheduled as soon after Session 1 as possible.***

Session 3 focuses on Key Strategies and Budget

Recommended further training -

- ***Equality and Diversity***
- ***Carbon Literacy***
- ***Cyber Security***

Planning and Highways (for committee members)

All newly appointed members to the Planning and Highways Committee are required to attend this training. A brief site visit followed by a training session to include basics of the planning system, the planning protocol(specifically members' interests, bias/predetermination and speaking at committee). Also, the types of matters typically brought to committee, the content/format of committee reports and material planning considerations.

Licensing (for committee members)

All newly appointed members to the Licensing Committee are required to attend this training. The training covers background legislation for Licensing Act decisions, Taxi decisions and Gambling. It also focused on principles of a fair hearing, procedure at hearings and examples of member's interests which need to be declared.

General - suitable for all , to ensure all members are able to fulfil their roles

Code of Conduct incl Members Interests & Gifts & Hospitality
The rules that apply governing behaviour and registration and declaration of interests when acting in an official capacity. Guidance on acceptable and unacceptable gifts and hospitality and, where required, how to declare them.

Decision Making
The structure of the Council, the decision-making process and the role of scrutiny committees.

Data Protection/GDPR
Members' responsibilities when handling personal information on behalf of the Council and as a ward representative.

Member/Officer Relations
The importance of mutual respect and sets out the protocols about what support members can expect from officers given the need for Officers to remain fair and impartial.

Use of Resources
The circumstances under which resources provided to Councillors can be legitimately used.

Carbon Literacy
Becoming Carbon Literate will give you the knowledge and skills to help drive a socially just and environmentally sustainable future. Learning alongside officers, you will gain an understanding of the basic science behind climate change, Social equity & climate change, What you can do to act on climate change, Strategies and skills for communicating action on climate change

Our Manchester
A guide to the Our Manchester vision. What an Our Manchester approach means and how it works in practice.

Lord Mayor and GMCA Mayor

An insight into the roles and the differences between them

Council Protocol / Rules of Debate / What to expect at your first Council meeting
A helpful guide to the rules governing debate and protocols associated with Council meetings.

Equality and Diversity training
A bespoke package for Members on Inclusion, Anti-Racism & Implicit Bias training. This will include a pre-training assessment form which attendees will be required to complete

Personal Safety
Practical advice for members on how to keep safe when carrying out their roles in the community.

Social Media
Aims to train councillors in how to craft and communicate effective messages to convey useful and essential information in order to build confidence among residents in the council's commitment and ability to make a positive contribution to the community's well-being and happiness.

Budget/Finance
MCC budget briefing delivered by the City Treasurer.

An explanation of Council Tax, Business Rates and Manchester Benefits Service delivered by the Corporate Revenues Manager

Local Government Finance
This workshop gives a very good grounding in how local government finance works in practice and sets the basics as part of the bigger picture of current developments and longer-term trends.

IT skills
 Appropriate training to support Members with their use of hardware and software.

Specific - promoted to further develop members' skills, knowledge in a particular area of interest.

Civic Coaching Programme
The aim is to support the development of the Deputy Mayor to be highly effective in the key spheres in which the Mayoral office and 'First Citizen' operates.

Scrutiny Chair
The role of a scrutiny chair, scrutiny of a key decision and call in, governance and decision making.

Safeguarding Children, Young People and Adults
What is safeguarding? Understanding the role of an elected member in relation to safeguarding compared to acting as a concerned member of the public. How to respond if someone is in crisis? What is the pathway for referring and what you should expect

Audit Training
Recommended for all members of Audit Committee coordinated by the Head of Audit and Head of Commercial Governance

Directorship Training
Support Members to effectively fulfil their duties in a range of company board settings, covering areas such as governance, ethics and conflicts of interest.

Public Speaking
To equip participants with the public speaking techniques that will help them overcome nerves, project their voice effectively to capture the attention of the audience.

Media Skills
To equip participants with techniques for dealing with the media: this will look at who the media are, structure of radio and interviews, what do the media want, types of story: their 'agenda', how and how not to answer the questions, and making the most of what you have to say.

Speedreading

This workshop is designed to double the reading speed of all participants to make them a more effective reader.

Dealing with Difficult Situations

Helpful for those who have to deal constructively with challenging behaviours. It aims to help participants to understand the causes of conflict whilst providing the confidence and skills to resolve it.

Emergency Planning and Civil Resilience

Covers an introduction to handling the media, understanding your role as a councillor during an emergency and provides practical advice and best practice.

Dementia Awareness

A workshop that covers what it is like for someone to live with dementia, the signs and symptoms of dementia, how you can turn your understanding into action and help someone live well with dementia, the local situation and how you can help, services to signpost people to, and the effects a diagnosis can have for carers/support network.

Hate Crime Awareness

This event will give you a chance to learn more about Manchester's Hate Crime Strategy, the difference between a hate crime and a hate incident and the remedies available, and how and where to report hate crime.

Corporate Property Access Database (CPAD)

The Council's Property Asset Database (CPAD) is used to manage key elements of the Council's Operational and Investment property portfolios. The briefing will provide an overview of the system, the benefits of using it to search for data and ways to make contact regarding any issues and questions you may have regarding Council land and property.

Being an Effective Councillor: Making a difference - doing it your way

As a new councillor finding your feet, how do you plan to make your mark? What are the different 'roles' that you as a councillor might focus on, to do the most for your community? This workshop explores the relevant roles and styles - facilitating community development; fixing resident issues; watching over council decision-making to help you maximise your impact.

Mental Health Awareness Session

This half day course provides an overview of mental health problems, as well as practical tools to help you manage your own mental well-being and support for residents, friends, family and colleagues.

Suicide Prevention

Facts, figures and myths about suicide prevalence, risk factors and warning
signs. Understanding suicidal feelings and identifying those at risk.
Building confidence to talk to someone who may be suicidal.
Useful local and national resources to support people who may be suicidal,
worried about someone or bereaved by suicide.

LGA Development Opportunities

Leadership Essentials in

Finance

This workshop is held over two days and aims to help portfolio holders get to grips with the
financial challenges facing their authority. The course discusses setting longer term
strategies for sustainability as well as balancing the budget on an annual basis, and how to
work with officers to ensure the Council is making the most of its opportunities.

Children

Aims to support Lead Members with the key challenges they face in the changing policy
landscape and to develop leadership capacity, share learning and provide a valuable
networking opportunity.

Effective Scrutiny

A two-day programme for new Scrutiny Chairs covering leading and managing a scrutiny
review; chairing scrutiny meetings, increasing participation by Members and the public and
ensuring impact of scrutiny recommendations.

Health & Well-Being

This two-day residential session gives Chairs an opportunity to come together to have space
to think and reflect, share experiences and actively learn from each other.

Adult Social Care

Supports Lead Members with the key challenges they face in adult social care. It will focus
on leadership in the current challenging policy and practice context, including implementing
the Care Act, sector led improvement and integration.

Women Councillors Weekend

Provides an opportunity for women Councillors to network and share experiences with each
other.

Young Councillors Weekend

Designed to give Councillors aged 40 and under an opportunity to benefit from some focused leadership skills aimed at helping them make progress in their political career. Also allows them to build up a network of other young councillors from different political parties and Local Authorities.

BAME

Provides a unique learning and networking opportunity for Councillors from BAME backgrounds and those who are interested in exploring ideas for enhancing the recruitment and retention of BAME Councillors.

Working with the Media (Political Masterclass)

A course run by experienced journalists who will provide advice and guidance on understanding journalists, the local media and what makes news; how to prepare for an interview; how to develop meaningful messages and narrative and how to convey your message and control an interview.

Leadership Academy

This is aimed at Councillors in leadership positions and is spread over three modules. (1) leading through relationships (2) leading innovation and change (3) leading communities and place.

(Appendix B)   **Evaluation of Training**

Your Name
Course Title / Date

Please complete this form at the end of your session. The information provided will be used by the MDWG to evaluate the effectiveness of the training and help us make informed decisions about provision in the future.

Was the timing of the training convenient for you?   YES/NO
If you have answered NO please tell us why

| |
| |

 Did the training fully meet the aims and objectives?   YES/NO
If you have answered NO please tell us why

| |
| |

Would you recommend this training to others?   YES/NO
If you have answered NO please tell us why

| |
| |

Were you satisfied with the quality of handouts/slides?   YES/NO
If you have answered NO please tell us why

| |
| |

Overall, how satisfied were you with this training session? Please circle below:

Not very   1   2   3   4   5   Very much

Please provide any other comments or feedback below?