

Draft Member Development Programme 2009/2010

| REVISED PROGRAMME OF EVENTS 2009/2010 | | | | | |
|---------------------------------------|--------|---|---|---|-----------------------------------|
| Date | Time | Session Details | Target audience | Reason for training | Trainer and basic cost net of VAT |
| 25 June | 2-4pm | Licensing Act A session covering the key areas of the Licensing Act legislation including Licensing Committees, application procedures, and the use of the Licences, reviews, variations, temporary event notices and enforcement matters. | New members on Licensing and a refresher for existing members | Following any new appointments at Annual Council is an essential requirement that members on Licensing undergo relevant training before they can sit on a licensing panel. | In-house Nil cost |
| 9 July | 4pm | Pre-council Seminar Double Bill Human Rights & Equalities Legal Briefing This seminar by Dickinson Dees, the leading law firm that the Council works with, will help members understand the duties they have to meet under both Equality as well as Human Rights legislation | All Members | To ensure all members are aware of their duty with regard to Human Rights and Equality and to link in with the Corporate Strategy regarding inclusiveness currently being addressed by the revised scrutiny structure | In-house Nil cost |
| | 4.45pm | Introduction to Safeguarding Children - This seminar aims to raise members awareness of the shared responsibility for ensuring that the needs of looked after children are met and to receive information about the quality of care and services experienced by children in the Authority's care. | All Members | In response to the ten year child care strategy and the duties on Councils set out in the child care act 2006 'every child matters' | In-house Nil cost |
| July | tbc | Cross Cutting Scrutiny Committees A number of short sessions on the impact of the recent changes to York's Scrutiny framework on individual Scrutiny Committees remit and functions | Members of Scrutiny – by committee | Due to the recent changes in the structure, functions and make-up of scrutiny committees in the Council. This will include how scrutiny works with LSP partners to monitor LAA targets and delivery of sustainable corporate strategy | In-house Nil cost |

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| 17 July | 12.30-2.30pm | Safeguarding Adults | All Members | | In-house Nil cost |
| 29 July prov | 1 – 4pm | Exploring the Four Principles of Effective Scrutiny <ul style="list-style-type: none"> • Providing a critical friend • Reflecting the voice and concerns of the public • Taking the lead and owning the scrutiny process • Making an impact on the delivery of public services | All members of Scrutiny | To ensure that all members of Scrutiny understand the 4 principles of effective Scrutiny and are able to contribute confidently and effectively to the Scrutiny function. | Centre for Public Scrutiny - £400 plus preparation and expenses |
| | 5-8pm | Chairing Scrutiny Chairing an overview and scrutiny is quite different from chairing a business meeting or Council committee. This session will equip members with a new skills set specific to scrutiny which will examine what scrutiny chairs need to do before, during and after scrutiny events. | Current and aspiring Chairs/Vice Chairs of Scrutiny | To equip both experienced Scrutiny Chairs and those new to the role with the skills to ensure their Scrutiny meetings are effective | Centre for Public Scrutiny - £400 plus preparation and expenses |
| 10 Sept 17 Sept 24 Sept | 1-2pm 2-3pm 3.30-4.30pm | Planning Updates These short sessions are aimed at bringing members up to speed on any changes/issues they need to be aware of such e.g. new legislation, enforcement procedures etc | Members on Planning and Planning subs | To ensure that all members on planning are fully informed with regard to changes to planning law etc | In-house Nil cost |

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| 25 Sept Repeated On 7 Oct | 10-12noon 5-7pm | Corporate Parenting- Facing the Challenge To assist members in understanding and meeting their corporate parenting responsibilities for looked after children and care leavers in collaboration with key partners. | All Members | To help members understand the law and policy relating to corporate parenting. | In-house Nil cost |
| 15 Oct | 4.30-5.30pm | Pre-Council Seminar - Science City York This Science City York is a central supporter of York & North Yorkshire's economic regeneration, driving the creation and growth of business and employment opportunities across the sub-region within bioscience, IT & digital and the creative industries. | All Members | To provide members with an overview of Science City York and it's 3 year plan. | Richard Gregory Executive Chair – Science City York/Nil |
| 21 Oct prov | 5-8pm | Handling Confrontation in the Ward - This course aims to develop members knowledge and understanding of aggressive behaviour and how to deal with it effectively. | All Members | Identified through the PDP process this course is designed to increase confidence, through learning skills and technique for dealing with difficult behaviour. | Alan Rome (Corporate Trainer) Fees Approx £300 |
| 30 Oct | 2-5pm | Distance Learning Workshop These workshops will allow members to work through a short course of their choice from a range of distance learning packages/work books. A certificate will be issued on completion of the chosen module | All Members | | In-house Nil cost |
| 4 Nov | 10-12noon | Safeguarding Children Part II This in-depth session will follow on from the Pre-Council seminar in July and give members a broader understanding of the Council's duties regarding the children in it's care. | All Members | | In-house Nil cost |

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| Date | Time | Session Details | Target audience | Reason for training | Trainer and basic cost net of VAT |
| 12 Nov prov | 5-7pm | Money Matters – Contributing Effectively to the Council’s Budget Process this session is aimed at giving members a wider understanding of the Council’s income, spending and funding, the budget process and the member’s role in agreeing and monitoring Council expenditure. | Any members wishing to gain more confidence in dealing with the authority’s financial matters particularly the budget | Identified through the PDP process | In-house Nil cost |
| 30 Nov prov | 9.30am – 4.30pm | Making the Most of the Media This interactive course aims to develop member’s media management capacity by providing insight into how to influence the press, activities to enhance media skills, and a relaxed space in which to test out techniques. | Recently appointed portfolio holders | This session will equip portfolio holders with the necessary skills to deal confidently with situations involving the Press and Media. | Apse - £1500+VAT and expenses |
| 3 Dec | 4.30pm – 5.30pm | Pre-Council Seminar York College The Principal of York College will update members on the recent successes of the College and it’s aspirations for the future | All Members | Information sharing opportunity. | Alison Birkinshaw (Principal) Nil Cost |
| 13 Jan repeated on 25 Jan prov | 3pm-5pm 5pm-7pm | Understanding the Revised Code of Conduct Quentin Baker Head of Civic, Democratic and Legal Services will take members through the recent changes to the code of conduct | All members/Parish Councillors | In response to the review of the Members Code of Conduct currently underway by the Standards Board for England. | In-house Nil cost |
| 4 Feb | 4.30pm-5.30pm | Pre-Council Seminar - Local Leadership Successful community leadership is about developing social capital so that local people can become politically, socially and economically engaged. | All Members | Identified through the PDP process, this session aims to give members an interesting perspective on the ward councillor role with some useful tips along the way. | Councillor Maboob Kahn (Kirklees) Expenses only |

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| Date | Time | Session Details | Target audience | Reason for training | Trainer and basic cost net of VAT |
| 1 March | 10-12noon | Distance Learning Workshop These workshops will allow members to work through a short course of their choice from a range of distance learning packages/work books. A certificate will be issued on completion of the chosen module | Members with limited time who wish to explore the distance learning available to them | | In-house Nil cost |
| | | | | Estimated cost of providing the above training net of VAT, Expenses and Catering | £2,600 |
| | | | | Add to this the following options from the suggestions for additional events | |
| | | | | Officer Member Relationships | £2,800 |
| | | | | Leadership Academy X1 place | £1,500 |
| | | | | Personal Development Plans | £4112 (max) |
| | | | | Estimated total cost net of VAT, Expenses and Catering | £8,412 |

Suggestions for Additional events

1. Officer/Member Relationships – Cost £2,800

This would be a large scale session with as many members and officers encouraged to attend as possible in a theatre style setting. Dead Ernest Theatre Co would tailor two theatre style sessions to our specific requirements consisting of two short plays at each of the sessions tackling a number of issues and exploring relationships between members and officers. The session would be a combined session involving All Members and Senior Officers. In addition, the workshop will also touch on equality issues.

Reason for training: identified as priority area for York by Audit Commission. Initial training sessions took place for members in October 08. This is the second phase of training aimed at all members and senior managers.

2. ID&A Peer Support Executive/shadow Executive – Cost £6,400 plus Exps

At the request of the Chief Executive, the ID&A have submitted proposals for the delivery of peer support to members of the 3 main groups to assist them in better aligning their focus on the Sustainable Community Strategy, the Corporate Strategy and the council's budget process. The suggested allocation across the groups is as follows:

- Lib Dems – 5 days
- Labour – 2 days
- Conservative – 2 days

Full details of the proposals can be found in Annex 2

3. ID&A Leadership Academy – Cost £1,500 per member + accommodation expenses

Historically we have offered 2 places each year with both the Lib Dem and the Labour Group both nominating a member of their group each of funding 2 places each year has a substantial effect on the limited Member Development Budget. With this in mind and with a heavy programme of events planned for the coming year including possible peer support for members, the MDSG may wish to consider reducing the number of places offered for 2009/2010 to 1. The residential programme usually takes place at the University of Warwick, however in recent years the programme has been brought to the regions and programme 97 will be held in Durham and York on the following dates.

Module 1: 16 and 17 September 2009

Module 2: 21 and 22 October 2009

Module 3: 18 and 19 November 2009

Optional module 4: 9 and 10 February 2010

4. Under represented Groups – In-house Nil Cost - Tackling Community based issues including how to engage with under represented groups e.g. younger people, within your ward

5. The Influential Councillor – Emma Taylor (Successful Speeches) – Cost Approx £450 + Exps

Delegates will be presented with negative case studies from the press relating to elected members' behaviour or attitudes. Following a presentation in which various influencing techniques are imparted, participants will view 2 role-plays played by actors. Both scenarios will end with in downbeat result – delegates are then asked to pin point why the break down in understanding occurred, and what could have been done to prevent this from happening.

Then, having been given a typical council or community scenario, each delegate will enter into a role-play situation in which he or she needs to influence a ward resident, fellow elected member, or council officer. An actor will play the part of the opponent; this opponent may also be a "problem person

6. Power Reading – Val Slater – Cost Approx £400

A session which will provide members with the appropriate knowledge to develop the skills and techniques to improve the effectiveness of time spent reading. The session will allow members to read faster with greater understanding and to deal more effectively with large documents.

7. Carbon Reduction Commitment Masterclass – APSE in conjunction with Eversheds – Cost Approx £1500 + Exps

This would consist of a half day session which would be repeated in order to encourage as many members as possible to attend.

CRC is the first mandatory carbon trading scheme to impact on target emissions from large organisations including public sector and local authorities. The launch of CRC is April 2010, and 2009 is seen as a critical preparation year. It is intended that CRC will be performance lead with the best and worst performing Councils being publicized.

This highly interactive sessions, will consider the impact of forthcoming legislation and the procedures that need to be in place to comply with the legal requirements. The sessions will cover:

8. Supercharged Debates - Emma Taylor (Successful Speeches) – cost Approx £450 + Exps

Supercharged Debates imparts both written and presentation skills which enable delegates to become stimulating, effective and logical debaters. The workshop introduces participants to a clear and rigorous structure which, when followed, will guide debaters through their speeches whether they perform the role of Mover or Negative speaker. Exercises are used throughout the course to ensure that participants are able to put the key skills into practice. At the end of the course, delegates will enter into a mock debate; giving all the chance to test-drive their newly acquired skills. Delegates not only learn how to prepare for debate, but how to adapt and edit their speeches as the debate progresses.

9. A Councillor Who Me – Councillor Skills - Cost Approx £750 + Exps

It is generally accepted that, for a variety of reasons, Councils are not fully representative of their communities. This seminar is aimed at prospective Councillors from, say the voluntary sector, community organisations, business or any member of the public who is interested in investigating the role and remit of the Council and a Councillor.

10. Possible Pre-Council Seminar on Understanding CAA and links to the Corporate Plan – In-house no costs