

Draft Member Training & Development Programme 2011/2012

Personal Development

Personal Development Reviews

These will take place between June and September 2011 in the Members Lounge.

PDR's are essential for all newly elected members and those members taking on new roles.

The PDR is a relaxed discussion taking roughly an hour. Our external consultant will discuss with you your work history, political background, current roles and future aspirations. The session will be structured around the Councils Member Role Profiles supported by the I&DeA's Political Skills Framework.

At the end of the PDR, you will be able to agree your priorities for action for the next 12 months. These will be drawn up into a personal development plan and your development needs will then be matched according to your learning preferences.

Members will be entitled to attend 1 external training opportunity/conference per year as set out in the agreed Protocol included in the Member Training & Development Policy. At the end of the PDP process it is common for some key themes to emerge as possible topics for future in-house development events. These will be considered by the Member Development Steering Group for inclusion in the next programme of planned development events.

If you would like to arrange a PDR (see available dates at top of page) please contact Amanda Oxley on ext 2054 . You will receive an email response giving you a suggested date and time for your PDR together with any supporting information you will need as part of the process

Standards & Protocols

Conduct & Interests - Delivered by: Andrew Docherty

Aim: To introduce members, co-optees and Parish Councillors to the main elements of the code in particular, the rules regarding pre-determination and bias and other related issues. Members will also learn about the system for dealing with complaints against councillors.

Outcome: By the end of the session members will have an up to date knowledge of the rules they must follow when participating in decision making

Corporate Strategy: Working towards our aim of
Being an Effective Organisation

Dealing with the Media - Delivered by Marketing & Communications

Members will be taken through the main elements of the protocol in place for dealing with the press & media.

The Ward Councillor

Knowing Your Neighbourhood

Delivered by: Neighbourhood Management

Aim: The workshops will give Members an insight into

- The Ward Committee processes including the importance of the constitution, participatory budgeting and ward newsletters.
- The role of the Neighbourhood Management Unit, how we provide members with support, engage and involve residents in CYC decisions and the neighbourhood management model.
- The importance of cohesion and the vital role members play in ensuring good community relations

Looking After Other People's Children - Delivered by: Jeannie Freeman Regional Development Manager Safeguarding Children and Corporate Parenting

It is important that ownership of corporate parenting is shared by **all** elected members, council departments and partner agencies. Come and hear what you as a ward councillor can do to improve outcomes for our looked

after children, not just from officers, but from some of the young people themselves. There will be an opportunity to do a quiz and test your knowledge and supporting materials will be provided for you to keep. There will also be a short DVD highlighting recent research findings from York made by looked after young people.

Aim: To assist members in understanding their corporate parenting responsibilities for looked after children and care-leavers, in collaboration with key partners

Outcome: By the end of the session members will understand the law and policy relating to corporate parenting whilst having a broader understanding of current achievements and deficits within the Authority's area.

Corporate Strategy: Working towards our aim of Being a Healthy City

A Members Guide to Welfare& Benefits – Delivered by CYC Welfare Benefits Team

Do you want to know more about what benefits are available to those within your ward? Do you occasionally make decisions concerning low income families or those in receipt of benefits? If the answer is yes then this short session is for you.

Aim: To give members a brief overview of the range of welfare benefits currently available and the criteria for qualification.

Outcome: By the end of the session members will be more informed with regard to the welfare and benefits which can be claimed by individuals and families within their ward .

Understanding Local Economic Assessments

Delivered By: Roger Ranson & York & North Yorkshire Partnership and Regional Development Agency

Section 69 of the Local Democracy, Economic Development and Construction (LDEDC) Act places a new duty on local authorities to prepare an assessment of local economic conditions.

Aim: To help members understand the concept of Local Area Assessments and the importance of working together to tackle economic challenges through multi-area agreements and other sub-regional partnerships.

Outcome: By the end of the session members will have gained an understanding of the legislative context for the new duty and the broad principles that should underpin local economic assessments. Members will be able to use their experience and knowledge of their local areas in deciding how best to take forward this important work for their communities.

Corporate Strategy: Working towards our aim of being a Thriving City

The 21st Century Councillor Social Media – What's it all about?

Delivered by: Possibly in-house otherwise External Provider

Ever wanted to find out what your communities are talking about on-line?

Not enough hours in the day to deliver all those leaflets in your ward?

Do you wish there was another way to get your message across to local people and the press?

Are you wondering if you should care about all this 'Social media stuff'?

Aim: Come and hear from those who are already using it and they will show you just how social media tools can be used to:

- Support your leadership roles
- Add to your traditional methods of engaging with your citizens
- Create a space for community conversation
- Keep a finger on the pulse of local needs
- Campaign for political office and on important issues

Find out how to:

- Generate and cultivate an interest in social media
- Find out about some of the social networking tools available (what's a blog? What's Twitter
- What's Facebook?)
- Hear, straight from the mouths of other councillors, how the social networking tools are being used as part of their roles
- Plan what happens next...

What this session will not be...

- Officers telling Councillors what they should be doing
- An attempt to turn Councillors into geeks
- In any way 'techy' or a 'training session'!

Effective Working with Young People - Delivered by: CYC Voice & Influence Co-ordinator

To link up Councillors with members of the York's Youth Council and representatives from the UK Youth Parliament and to find out how as a Ward Councillor they can ensure young people's voices are involved in shaping service provision in local decision-making and shape the services that affect them.

Quasi- Judicial

Interactive Workshop - Councillors and Planning

Delivered by – Development Control/Legal Services

Aim: This practical workshop will take a planning application through the process from start to finish, dealing with a number of typical issues along the way

Essential Planning Training

(Compulsory Annual Refresher for members on planning)

Delivered by Development Control

Aim : To ensure all our Planning Members have received up to date training to ensure the decisions they take are well informed and lawful.

Outcome: By the end of the session members will be confident that their planning skills are relevant to the decisions they will determine in the coming 12 months.

Corporate Strategy: Working towards our aim of Being an Effective Organisation as well as a Thriving and Sustainable City

Autumn and Spring Planning Briefings

Delivered by – CYC Development Control

Aim: To take members through occasional topical issues or changes to working practices, policy or law and to give members the opportunity to raise any queries they have with regard to development control and the planning decision making and appeals process.

Outcome: By the end of the session members will be confident that the decisions they are taking are well informed and in line with current policy etc

Corporate Strategy: Working towards our aim of being an Effective Organisation as well as a Thriving and Sustainable City

Essential Licensing Training

Delivered by: CYC Licensing Team

Aim: To take members through the key aspects of the Licensing Act as it applies to licensing decisions. The course focuses on the way in which councillors should participate in meetings and arrive at decisions, as well as on the legislation itself.

Overview & Scrutiny

'The Effective Scrutiny Chair' - Delivered by – David McGrath Link Support Services UK

Venue: Kirklees MBC (funded by the region)

Target audience: All Current or prospective chairs of Scrutiny

Aim: To demonstrate how to chair effective scrutiny meetings and community consultation meetings. This highly interactive session uses templates which allows delegates produce a personal action plan

Making a bigger difference through Overview & Scrutiny

Delivered by – External Trainer

Wednesday 8 June 5pm – 8.30pm

Target Audience – All Members, this session equally relevant to new members and experienced scrutineers alike and we will be extending the invitation to other

This workshop will look at practical strategies for members to deliver community benefit and improved services through overview and scrutiny. A lively and interactive session full of practical tips, tools and techniques led by.

Aim:

- The characteristics of 'efficient and effective scrutiny' - an approach which seeks to make a bigger difference benefiting the Council and our communities
- Why Executive members, officers and Partners should 'buy in' to an ambitious 'making a difference' approach to O&S - and how stakeholders could benefit
- How change can be effected using techniques like the 'one page strategy' to project plan a review
- How O&S can be linked to the business transformation challenges facing York Council
- Your next steps to 'raise the Bar in O&S

Effective Skills Training

Time Management & The Modern Ward Councillor – Workshop

Delivered by: External Trainer

Aim: To equip councillors with the skills to be a great councillor without ‘burn out’ Members will learn how to prioritise plan and manage systems to ensure that they stay on top of the challenge without sacrificing the ‘ward/life balance’

IT Drop in Sessions

Delivered by Senior Member Support Officer

May to July - every Wednesday afternoon from 2.30pm –5.00pm

Taking members through the basics including:

- Navigating the Councils website
- Accessing agenda, minutes the forward plan
- Basic tutorials in dealing with email, creating word documents etc
- Updating your register of interests on-line

Debating Skills & Speaking Confidently in Public

Delivered by: External Trainer

Target audience: All Members

Aims This session will help members not only learn how to prepare for debate, but how to adapt and edit their speeches as the debate progresses. The workshop will guide debaters through their speeches whether they perform the role of Mover or Negative speaker. By the end of the workshop members will enter into a mock debate; giving all the chance to test-drive their newly acquired skills.

Outcomes: .

- Know the roles and responsibilities of the Mover, Secunder and Negative Speaker;
- Understand how to organise flashcards;
- Be aware of the various types of argument that exist;
- Understand how to support arguments to maximise their influence;
- Look to refute opponents arguments, and do so cogently;
- Adopt a good stance and create a sense of authority;
- Manage their nerves whilst keeping focused.

Corporate Strategy: Working towards our aim of being an Effective Organisation

The Leadership Academy & Next Generation Leadership

Delivered by: External Course

The Leadership Academy (maximum of 2 places)

Target Audience : Aimed at leading members including, leaders of councils, leaders of political groups, executive and scrutiny members, portfolio holders, scrutiny chairs and opposition spokes persons.

The Leadership Academy is a cross party residential course aimed at developing an individuals leadership style, giving them confidence and creating a support network among peers in other councils and parties. The Leadership Academy is a residential course and consists of 3 modules of two days each during a period of three months. An optional fourth module takes place at a time agreed by course participants.

Next Generation Leadership Limited places – successful applicants are generally notified in the Autumn)

Delivered by: External Course

Target Audience : High flying councillors destined to be leaders of the future.

Unlike the cross party Leadership Academy, the Next Generation Leadership Course is run on a party by party basis, so members are only interacting/networking with members of their own political party.

The programme covers policy and strategy, community leadership, political management and personal skill development and is aimed at committed councillors who have already demonstrated skills and leadership at local level and have the capacity to develop politically.

Equality & Diversity

'Equal People' Theatre Workshop - Delivered by – External Charitable Organisation

“Because I have a learning disability people don't always listen to me or take me seriously. Through presenting our experiences to audiences across the UK, we get our powerful message across in a way that makes people sit up and listen”

Talkback Diversity are a group of actors with disabilities who live in Harrogate and since they formed in February 2007 have delivered over 20 performances to health and social care professionals, public sector organisations and to people with a learning disability. Their performances are offer a lively form of training which are interactive, thought provoking, powerful and fun.

Aim : To raise member awareness of equality and diversity within the Council and it's services.

Outcome: By the end of the session delegates will have a clearer understanding of the issues facing those with disabilities.

Corporate Strategy: Working towards our aim of being an Inclusive City

Human Rights & Equalities Workshop

Delivered by – CYC Equalities Team in conjunction with Dickinson Dees Solicitors

Aim: to raise members awareness of the increase in legal action being brought against public bodies under equality and human rights legislation and to assist members in understanding the duties they have to meet under both equality as well as human rights legislation

Networking and information Event - York's Ageing Population

Delivered by – CYV Adult Social Services Team & Partners

Aim: to raise awareness of what the Council and its Partners has in place to deal with the elderly and to highlight how the public can access the services available.

Corporate Matters

'Budget Overview' - Delivered by: CYC Finance Team

Target audience: All Members wishing to have a good level of understanding of the forthcoming budget

Aim: To take members through the Authority's budget setting process and to break down the key elements of this years budget

Outcome: By the end of the session members will have an increased understanding of the Authority's spending, and the pressures the Authority faces as part of this years budget setting process.

Corporate Strategy: Working towards our aim of Being a n Effective Organisation

'Statement of Accounts' - Delivered by: CYC Finance Team

Target audience: Audit & Governance Members

Aim: To raise Members awareness of their requirement to scrutinise the Statement of Accounts and to equip them with the necessary skills to do so.

Outcome: By the end of the session members will have gained an overall understanding of the Statement of Accounts and be able to scrutinise the Statement of Accounts at Audit & Governance Committee when the occasion arises.

Corporate Strategy: Working towards our aim of being an effective organisation

Members and Risk Management - Delivered by: The Head of Financial Procedures

Target audience - All members

Making informed and effective strategic decisions is an important part of an elected members role and internal inspectorates are increasingly looking for evidence that members and officers consider threats and opportunities when making decisions. This interesting and interactive awareness session delivers key messages and explores the benefits of risk-based decision making.

Aim of the session: CYC members are trained appropriately to allow them to consider threats and opportunities when making decisions.

Outcome: By the end of the session members will have increased confidence in considering the threats and opportunities relating to the decisions they take.

Corporate Strategy: Working towards our aim of being an effective organisation

E-Learning and Self Learning Options

In addition to the courses provided in the programme there will be information on the following alternative learning courses etc;

- YorOK Child Protection & Disability on-line courses
- European Computer Drivers Licence (ECDL)
- North Yorkshire County Council 'Learning Zone' on-line courses
- Access to The Leadership Centre Workbooks for Councillors
- DVD's, reading material and learning websites