

To Members of the Member Development Steering Group

Cllr. Adrian Clifford (Chairman)
Cllr. Matt Tomeo (Vice-Chairman)

Cllr. Nick Brown
Cllr. Luke Cousin
Cllr. Susan Findlay

Cllr. Ande Savage
Cllr. Dillan Shikotra
Cllr. Roger Stead

Cllr. Bob Waterton
Cllr. Jane Wolfe

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT STEERING GROUP** will be held in the Brooks Room - Council Offices, Narborough on **WEDNESDAY, 23 JULY 2025** at **5.30 p.m.**. Please find attached a supplemental item that is required for the meeting and is in addition to the agenda and report pack that has already been circulated.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager

SUPPLEMENTAL ITEMS

3. Member Development Programme (Pages 3 - 8)

For Members to consider:

- Member Development Programme (enclosed)
- Online training
- Priorities for year ahead

This page is intentionally left blank

Member Development Programme 2025/2026

2025				
Date and Time	Location	Mandatory, Optional or Advisory	Training Event:	Training Provider
Thursday 16 January 2025 2;30-3:40pm	Virtual Event (MS Teams)	Optional	<u>Personal Safety for Councillors</u> This session will cover the following: <ul style="list-style-type: none"> • Practical advice and guidance • It will reference surgeries, canvassing, home visits and managing unexpected doorstep visitors 	Local Government Association
Saturday 18 January – Sunday 19 January 2025 Programme starts at 9.30 on first day and finishes at 3.00pm on second day.	Warwick Conferences, Coventry CV4 7SH	Audit & Corporate Governance Committee Chairman and Vice-Chairman only.	<u>Audit Committee: Leadership Essentials</u> This programme will discuss how Audit Committees can be most effective. Drawing on the insights of regulators and practitioners it will provide space for participants to reflect on the way their Committee functions and how it can gain maximum assurance that the council's governance arrangements are fit for purpose.	Local Government Association
Wednesday 26 February 2025 5:00pm - 7:30pm	Virtual Event (Microsoft Teams)	Optional (Advisory to Scrutiny)	<u>Data and managing council performance – training for councillors</u> The session will cover the following topics: <ul style="list-style-type: none"> • what is data? 	Local Government Association

		Commission and iPlan Members)	<ul style="list-style-type: none"> • common ways in which data is analysed and presented • key questions to ask of our data • performance management – measuring what matters. <p><u>Why attend?</u></p> <p>Good use of data within councils is crucial to informing decision-making and monitoring performance. This session will help you to:</p> <ul style="list-style-type: none"> • understand data • interpret performance reports • ask the right questions • use data to make informed decisions. 	
Monday 10 March 2025 5:30pm	Virtual Via MS Teams Please note: This session is going to be recorded.	Optional	<p><u>Council Tax & Benefits Member Training</u></p> <ul style="list-style-type: none"> • Council Tax Support • Benefits Overview • Qualifying Criteria & how to make a claim 	BDC Officers

<p>Wednesday 19 March 2025</p> <p>5:30pm</p>	<p>Virtual Session (MS Teams)</p>	<p>Advisory</p>	<p><u>Officer & Member Training Session</u></p> <p>Purpose of this session is to understand and explore the importance of excellent working relationships between councillors and officers in an effective local authority.</p> <p>The session will cover the following:</p> <ul style="list-style-type: none"> • The central importance of the relationship between members and officers in an effective council • The respective roles of members and officers • What happens when this goes wrong in a council • Relevant codes and protocols including local codes and member/officer protocols • Areas of potential risk/friction and how to avoid/mitigate these • Mini scenarios – to put it all into practice! 	<p>BDC Officers & External</p>
<p>Thursday 22 May 2025</p> <p>5:30pm</p>	<p>Council Chamber</p>	<p>Mandatory for Planning Committee Members & Substitute Members</p>	<p><u>Annual Planning Committee Training</u></p> <p>The session will cover the following topics:</p> <ul style="list-style-type: none"> • Role of the Planning Committee • The Code of Conduct • Planning legislation and policy • The structure of the committee day 	<p>BDC Officers</p>

			<ul style="list-style-type: none"> Making a decision on a planning application 	
<p>*CANCELLED</p> <p>TO BE</p> <p>RESCHEDULED</p> <p>Thursday 19 June 2025</p> <p>5:30pm</p>	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<p><u>Planning Committee Masterclass</u></p> <p>Topic TBC</p>	BDC Officers
<p>Tuesday 1 July 2025</p> <p>5:30pm</p>	Council Chamber	Advisory for Licensing & Regulatory Committee Members	<p><u>Licensing & Regulatory Member Training Session</u></p> <p><u>This session will cover:</u></p> <ul style="list-style-type: none"> Introduction to the Team Overview of the Licensing Department Current Enforcement Action Taxi Licensing 	BDC Officers
*DATE TBC	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<p><u>Planning Committee Masterclass</u></p> <p><u>Section 106</u></p>	BDC Officers

*DATE TBC	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u> <u>Highways</u>	BDC Officers
*DATE TBC	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u> <u>Material Considerations</u>	BDC Officers
*DATE TBC		Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u> <u>Developer Contributions</u>	