

Member Development Steering Group

Wednesday, 26 July 2023

5.30 p.m. Brooks Room - Council Offices, Narborough

Membership:

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

Cllr. Royston Bayliss
Cllr. Nick Brown
Cllr. Luke Cousin

Cllr. Susan Findlay
Cllr. Dillan Shikotra
Cllr. Bob Waterton

Cllr. Jane Wolfe

AGENDA

1. Apologies for Absence
2. Notes of Last Meeting (Pages 3 - 6)

To approve the minutes of the last meeting held on 22 March 2023.
3. Introduction to Member Development
4. Member Development Strategy 2021-23 (Pages 7 - 78)

For Members to consider the current Strategy (enclosed) and start work planning the new Strategy for the period 2023-2027.

The Members' Roles and Responsibilities has also been enclosed, which will support the new Strategy.
5. End of Term Survey Feedback (Pages 79 - 84)

The End of Term Survey reflects comments and feedback from Members up until April 2023 (enclosed).
6. Members IT Update

Members will receive a verbal update at the meeting from the Senior Democratic Services and Scrutiny Officer.
7. Induction Programme (Pages 85 - 96)

For Members to consider the current Member Induction Programme and provide feedback on the courses delivered and proposed future content (enclosed).
8. Evaluation of Recent Courses (Pages 97 - 104)

Members are asked to consider the recent evaluation feedback, including the Value for Money and Return on Investment (enclosed).

9. Budget Update

To update Members on the Member Training Budget (to follow).

10. Items for Next Agenda

11. Date of Next Meeting

- 17 October 2023

MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 22 MARCH 2023

Present:-

Cllr. David Findlay (Chairman)

Cllr. Chris Frost
Cllr. Nick Brown

Cllr. Adrian Clifford
Cllr. Mat Mortel

Officers present:-

Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Isaac Thomas	- Democracy Support Officer

Apologies:-

Cllr. Nick Chapman, Cllr. Tracey Shepherd, Cllr. Bev Welsh and Cllr. Jane Wolfe

1. NOTES OF LAST MEETING

The minutes of the meeting held on 30 November 2022, as circulated, were approved as a correct record.

2. BUDGET UPDATE

Members noted that the remaining budget for the current financial year is £447.00.

3. RECENT TRAINING COURSES

The Democracy Support Officer presented an evaluation of recent Training Courses.

Planning Masterclass on Conditions – 2 March 2023

Members commented that the session was excellent, and Cllr. Chris Frost highlighted its interactive nature.

ICT Briefing – 13 March 2023

Cllr. David Findlay commented that the Briefing was very informative.

4. MEMBERS TOOLKIT 2023

The Democracy Support Officer presented the draft Members Toolkit for new and returning Members in 2023.

Members felt that the new Toolkit was comprehensive and were particularly pleased with the infographic on Registrable and Non-Registrable Interests.

Members commented on the following:

- That it would be useful to insert a quick start guide at the beginning of the Toolkit, including contact details for frequently used service areas and links to portals such as iLearn and the Council website.
- That an amendment to the IT Choices section be made, advising Members who require a higher level of technical support to choose the laptop provided by the Council.

5. MEMBERS INDUCTION PROGRAMME 2023

Members noted the proposed Induction Programme for new members and felt that it was comprehensive.

Members suggested that the attendance requirements for training sessions be made clear for new Members. This would be achieved by adding greater detail to the training session invitations, stating for which Members the training would be mandatory, advisory or optional, and detailing which sessions would be repeated.

6. MEMBERS ICT BRIEF

Members noted the timeline for returning IT equipment and providing new equipment.

Members were pleased with the demonstration of Microsoft SharePoint, particularly that it would be personalised and tailored to their requirements.

7. END OF TERM SURVEY

Members were happy with the content of the End of Term Survey and proposed no amendments.

Cllr. Mat Mortel suggested that officers should consider using Microsoft Forms to circulate the survey and collate feedback.

8. ITEMS FOR NEXT AGENDA

- Evaluation Survey at end of course
- Draft Member Development Strategy
- Feedback from new Members
- Induction Plan

9. DATE OF NEXT MEETING

- Tuesday 11th July 2023 (To be confirmed in the upcoming schedule of meetings)

THE MEETING CONCLUDED AT 6.20 P.M.

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Blaby District Council
Member Development Strategy
2021- 2023



Foreword

All councillors, whether newly elected, or with many years of experience have a duty to their communities, the Council and themselves to ensure they have the skills and knowledge to carry out their wide ranging and fast changing roles as effectively as possible.

We will share our learning & development opportunities with third parties, in addition, where appropriate, we will extend opportunities to local councillors who are Members of the town and parish councils in the District.

Our commitment to equipping Members with the skills to contribute to the development of our District is directly reflected in both the Council's Corporate Priorities and the Council's Corporate Values.

Our Committees are an important shop window in providing democratic and transparent decisions. In addition to traditional meetings, the Council will continue to provide support to Members in holding remote meetings where appropriate to do so, using new technology and adapting to new ways of working to ensure that Committees are transparent and accessible.

We are focused on ensuring all of our Members have the knowledge and skills to fulfil their roles as Members of Blaby District Council and provide effective community leadership for our communities. Whilst this strategy covers the full four year term from 2019 it has been reviewed and updated in 2021 and will be further reviewed ahead of the Local Elections in 2023.

Councillor Terry Richardson

Leader of the Council

Councillor David Findlay

Chairman – Member Development
Steering Group

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Statement of Principles

Equality of Opportunity

Blaby District Council is committed to the principle of equality in their learning and development programmes for all Members – irrespective of age, disability, ethnicity, gender, race, religion, sexual orientation, marital status or working pattern.

Access to Learning and Development

All Members will be given access to development opportunities that enhance the skills and knowledge that they need both now and in the future. They will be offered support to facilitate their continual personal development, to enable them to contribute effectively to the achievement of the Council's priorities and respond to the changing needs of the District's diverse communities.

Care will be taken to identify and remove disadvantages or barriers that Members feel prevent them from taking advantage of these opportunities. In practice this means making sure that there are no physical, social, religious or cultural barriers. Where possible the Council will support Members to develop skills and knowledge that will be useful to them in preparation for enhanced roles.

Enabling Members to attend events and undertake learning and development activities is a key priority. In order to facilitate this:

- Formal sessions will be programmed in advance to try to ensure that they do not clash with the committee cycle and other major events.
- Activities will be programmed at different times of the day to accommodate individual commitments where possible.
- Electronic learning materials and other new technology will be used where appropriate.
- Council has made provision for a Dependants Carers' Allowance within its Members' Allowances Scheme to provide assistance for those Members with caring responsibilities to attend learning events.
- Appropriate consideration and access to learning will be given to Members with different needs and disabilities.

The Member Development Steering Group will regularly review the dates, times and location of all events and make recommendations for change if required.

Introduction

Priorities

Blaby District Council's vision is that Blaby District is made up of thriving and vibrant communities where people are happy to live, work and visit. We have set three ambitious priorities that will help focus our activities:

- A Place to Live
- A Place to Work
- A Place to Visit

Elected Members have a critical role in delivering these priorities by demonstrating their understanding of the complex challenges faced by modern local government and supporting their communities. We will endeavour to ensure that our learning and development programmes are linked to these Corporate Priorities.

Objectives

Access to strong and effective Member development is therefore essential to help Members fulfil their role and will strengthen the process for good decision making. The objectives of the Strategy are to help Members develop and strengthen their awareness, knowledge and understanding of:

- Local and national challenges and opportunities for the District
- Complex issues facing local government with changes to legislation; changing governance structures in associated bodies and a different funding environment
- The skills and competencies needed by elected Members in the modern world, including effective communications, community leadership and digital competencies.

To deliver these objectives Blaby District Council will demonstrate its commitment to Member Development by:

- Fostering and supporting a Member led approach.
- Taking a planned and strategic approach to Member Development and Members' digital experience.
- Developing and delivering (with Member involvement) an effective Learning & Development Programme.

- Assisting Members to develop their capacity to fulfil their role by providing role profiles.
- Supporting all Members in their development and with any exceptions that may arise.
- Providing additional officer support for Portfolio Holders and Chairs of Committees.
- Facilitating regular assessment of training needs and working with Members to evaluate the learning to continually improve the development programme.
- Evaluation and reporting of the effectiveness of Members in their roles in relation to the Council's values and Performance Framework.
- Providing a budget and facilities for training and development
- Establishing an effective Member Development Steering Group.

The Member Development Steering Group

Blaby District Council's Member Development Steering Group ('the Steering Group' or 'the Group') is a cross party working group that meets regularly throughout the year, with further meetings for specific sub groups. The Terms of Reference for the Steering Group are contained within Part 3, Section 6, of the Constitution.

Members have considered and guided the development of this Strategy, provided guidance and feedback on Member communications. They have provided valuable insight into the development of the Personal Development Appraisal (PDA) process and the formation of the Personal Development Plan (PDP) that will provide the foundation for Member training over the course of this Council.

Members of the Steering Group for 2020- 2021:

- Councillor David Findlay (Chairman)
- Councillor Chris Frost (Vice-Chairman)
- Councillor Nick Chapman
- Councillor Adrian Clifford
- Councillor Phil Moitt
- Councillor Mat Mortel
- Councillor Bev Welsh
- Councillor Jane Wolfe

Membership is reviewed annually and appointed by Council.

Member Development Charter

Blaby District Council was the first local authority in Leicestershire to be awarded Charter status for its Member Development work, there is a requirement for an authority to seek reaccreditation every three years. Blaby District Council retained its accredited status in November 2013 and then again in 2016.

Going forward an important role for the Steering Group is to ensure that Blaby maintains the standards required for Chartered status and to consider reaccreditation as part of its work programme.

Members' responsibilities and commitments

All elected Members need to recognise the requirements to develop and maintain their skills and competencies and will be expected to meet their responsibilities of the Council's priorities in the following ways:

- Newly elected Members and returning members will participate in the full induction programme
- All Members will attend training or briefings on a range of relevant local and national issues
- All Members will participate in training on the Council's Code of Conduct
- As required Members will participate in specific training and development sessions related to their Cabinet and committee roles – including Licensing and Planning, where compliance is a Constitutional or legal requirement before Members can serve on these committees
- Supporting each other through mentoring and advice
- Sharing learning (through the Members e:bulletin, cascading information through training sessions and as part of the regular Member Development updates to council)
- Completing pre and post training evaluation of courses and where useful providing feedback on briefings.
- Create a diverse sharing and learning environment irrespective of the Political Parties

The Learning & Development Programme

Four Year Cycle

The Learning & Development Programme is based on a four year cycle that is in line with Blaby's election cycle. This approach also has the flexibility to

meet the needs of new Members joining the Council (through by-elections) and the considerable experience of Members with long service. The Programme will be monitored and evaluated throughout the cycle to ensure it keeps pace with new priorities and initiatives.

Personal Development Appraisals (PDA)

The foundation of the Learning & Development Programme is a robust evaluation of training needs which are matched to council priorities and are clearly based on role profiles for elected Members.

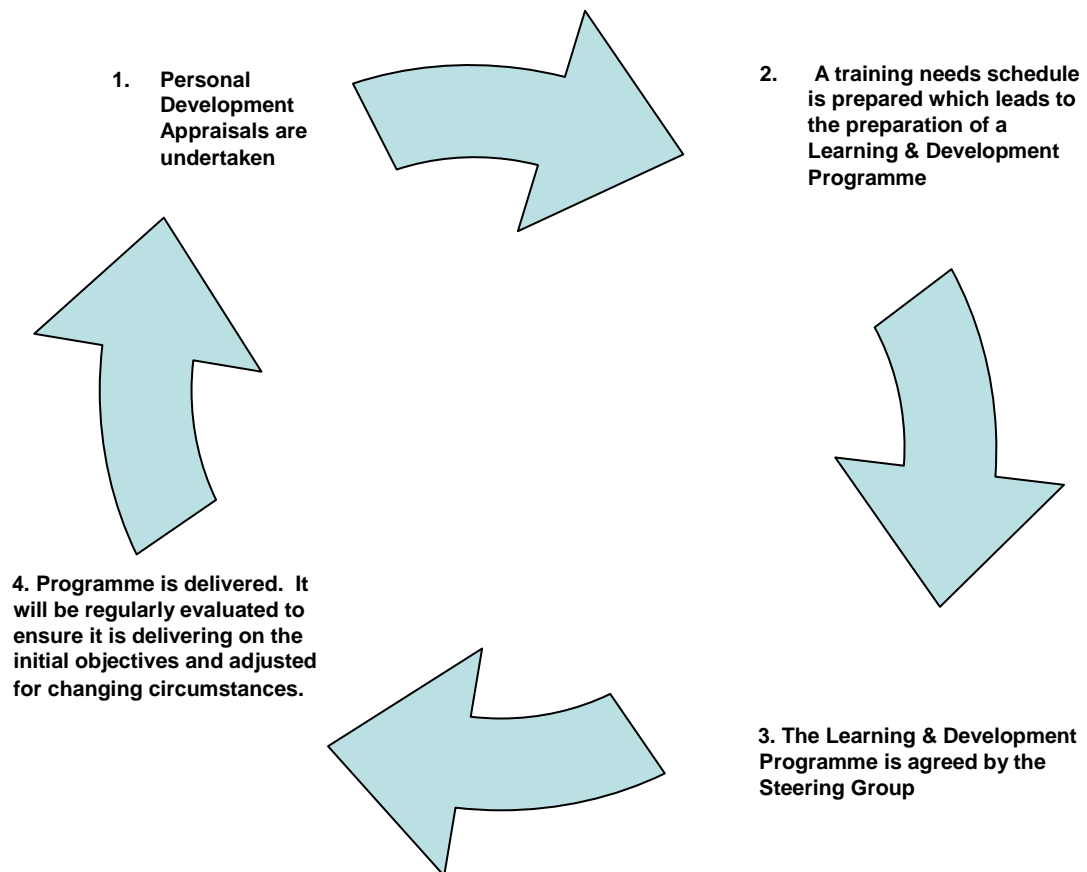
Every 12 to 18 months Members are invited to attend a Personal Development Appraisal - PDA - with their group whip and where requested a support officer from Democratic Services. Where there is a Member who is a single representative they will have the opportunity to discuss development needs with an officer from Democratic Services. These sessions provide the opportunity for an open dialogue to identify training and development needs and a discussion on Members' interests and ambitions relative to their Council roles. These sessions also provide an opportunity to match Members for peer to peer mentoring and enable group whips to consider succession planning using the Personal Development Plans (PDP). A copy of the latest PDA and PDP form is attached as Appendix 3.

Timings

- An election year is considered to be year one in the cycle and PDAs will normally be completed between 12 and 18 months following the election. This enables the completion of the Induction Programme and is timely to plan for the Programme of Learning for years 2 and 3.
- A second PDA will follow during year 3, again between November and February. This will involve a review of the learning undertaken to date as well as an opportunity to identify further training needs and assistance to Group Leaders for identification of successors to key roles.
- The completed Training Needs Assessment Summary will be shared with the Member Development Steering Group, who will guide the development of a Learning & Development Programme
- This programme will be agreed with the Steering Group

The Plan will then be delivered and regularly evaluated by the Steering Group

The continuous cycle of appraisal, establishing training needs, development, delivery and evaluation is illustrated below:



Key Themes

The majority of learning and development themes are relevant to all Members, for example:

- New or changing legislation
- Core skills such as community leadership

- Major policy or service delivery changes by the Council.

Other opportunities will be relevant to specific roles (for example Cabinet Members, Committee Chair or Scrutiny). Members will also have their own individual learning needs.

The Programme will be delivered through three key themes (Core Knowledge and Skills, Service Specific Opportunities and Council & Committee issues). Each 'theme' is reflected to varying degrees in the four year approach which matches the election cycle and as such looks back as well as forward for the purposes of this Strategy:

- Year one (2019/20) is focused on induction to provide Members with the skills and knowledge needed to understand and fulfil their role.
- Year two - three (2020 – 22) will focus on enhancing Members' competencies and knowledge.
- Year four (2022/23) Identifying skills and development needs for succession planning and preparation for induction and mentoring of new Members.

Core knowledge and skills

This includes:

- Democracy and governance i.e. how Council decision-making works and organisational awareness
- The legal/constitutional framework
- Diversity and equality
- IT skills, media and communications
- Managing case work/ward work
- Code of conduct and probity
- Safeguarding
- Dealing with complaints
- Local government finance and financial responsibilities
- General Data Protection Regulation (GDPR)
- Freedom of Information
- Risk and resilience planning
- Partnership working and structures
- Corporate plans (e.g. Community Plan, Local Plan, Economic Development Strategy)
- Safety awareness

Service specific opportunities

This includes:

- Masterclasses/Briefings on the work of individual departments and emerging issues that affect specific service delivery. Examples of this include changes to Welfare Reform, Planning, Housing Local Plan etc.

Council and Committee issues

There will be a number of issues relevant to Councillors as members of specific committees. These include:

- Planning matters
- Licensing matters
- Audit & Standards responsibilities
- Scrutiny skills
- Sitting on appeals panels
- Recruitment and interviewing skills
- Evaluating reports and framing questions
- Specific training for the Council's Executive (Portfolio holders) and chairs of committees

Learning Priorities for 2020/21

- Induction Programme
- Financial Training
- Digital skills
- Scrutiny
- Emergency Planning
- Safeguarding
- Equality and Diversity
- How to be an effective ward Councillor (includes dealing with difficult situations)
- Committee training – Planning, Licensing & Regulatory

Delivering the Programme

The Group recognises that learning and development must be delivered in ways that encourage Member involvement and generate strong Member participation. Opportunities will, where possible, be tailored to reflect different personal and domestic circumstances and preferred learning styles, for example:

- Briefing notes and learning guides
- E-learning
- External conferences, seminars and network meetings

- In house masterclasses/briefings presented by senior managers and specialist officers
- Peer coaching and mentoring
- Visits to other authorities
- Joint Member and officer sessions
- Training with the voluntary sector, partner organisations and neighbouring authorities

Promotion of Learning and Development Opportunities

Opportunities for learning & development will be included in the Members monthly e:bulletin and shared with the group whips for group meetings.

Members will also be encouraged to feedback on each learning opportunity undertaken and an update on courses undertaken and forthcoming opportunities will be given on a quarterly basis to full council to provide a formal opportunity to share learning.

In promoting courses, officers will ensure that the benefits of attending each session are clearly highlighted to Members as it is important that the link between a session and Members' own interests are identified.

Digital

The Council is committed to the development of e-democracy and is working to increase the range of information which is available to Councillors electronically and to enable Councillors to conduct more of their business digitally.

A number of options are now available to Members to assist with the use of digital access for online papers used during meetings. Training on digital aspects will focus on ensuring Members have the skills to:

- Use email to communicate with constituents, officers, and other bodies
- Use the latest relevant technology
- Access and use online documents
- Conduct electronic research
- Understand the impact of social media

Support for new Members

In addition to the formal induction events and core skills sessions, new Members where possible will be assigned a group buddy. In all instances an officer buddy will act as their mentor to provide signposting and guidance.

Democratic Services will also take a proactive role in ensuring general issues on logistics, such as Council Chamber layout, expenses etc are covered and that new Members feel 'connected'.

By-elections

When Members join the Council as a result of a by-election, Democratic Services will arrange tailored induction courses that introduce the varied elements of the year 1 programme and ensure adequate mentoring support is available to ensure new Members do not feel 'adrift'. Opportunities to observe committees and other operations will form part of this induction.

Enhanced programme for Members of the Council's Cabinet Executive, Opposition leaders and Committee Chairs

It is essential that targeted development opportunities are provided for senior Members who may be currently part of the Council's Cabinet Executive, or have the potential and ambition to join the Cabinet. This small team of Members provide the direction and leadership of the Council and their skills needs to be enhanced and refreshed to ensure they can deliver and embrace the challenges faced by local government.

Succession planning is essential to the smooth running of the council and to facilitate part of this, Portfolio Holders, Opposition Members and Chairs of other key committees will be involved in learning opportunities for Members who wish to develop their role at Blaby.

Enhanced programmes will include

- Community leadership
- Community engagement
- The impact of new legislation
- Vision – local and national
- Political understanding
- People strategy

As part of this work, senior Members will be encouraged to contribute to the learning experiences for newer Members and where appropriate share their skills and experience at a regional and national level. Suitable opportunities will be sought through the Local Government Association's Leadership Academy and courses by local universities and East Midlands Councils.

Evaluation of Learning

Effective evaluation needs to be an integral part of any learning and development programme. The objective for member development is to ensure that we support members, and give them the tools to ensure they are:

- **Informed** and able to contribute to the delivery of the council's priorities:
 - A Place to Live
 - A Place to Work
 - A Place to Visit
- **Skilled** to effectively fulfil any of their committee or leadership roles:
 - Using the role profiles and specific requirements for individual committees or work on outside bodies
- **Confident** and able to fulfil their role as a ward member and community champion
 - Using the role profiles as the basis for this work.

Training will be systematically evaluated and the Steering Group will be directly involved in encouraging feedback and considering evaluation from training opportunities. Their views will shape and determine the content of the Learning & Development Programme.

- Pre and post training questionnaires – by completing these, Members inform future learning and any actions required.
- Member's survey - will include a section on training – seeking views on courses delivered in the year and quality of content and delivery.
- Statistics on Member participation in training will form part of the six monthly Member Development report to Council.
- In addition the overall strategy will be reviewed as part of the Corporate Priorities and the Performance Framework

Resources

The Council provides both financial and officer resources to support Member learning and development. The budget covers four elements:

- Funding for training;
- Allowances for travel and subsistence
- Member Support
- Carers allowances to enable Members with caring responsibilities to attend sessions.

The budget is discussed at each meeting of the Steering Group and when preparing the budget, advice will be sought from the Group on funding needs.

The Group whips and single party members will be advised of all training opportunities. Authorisation to attend any learning or development opportunities (which incur a cost) will need to be granted in advance by a senior officer in Democratic Services. Subject to budget availability, authorisation will be granted if the opportunity is included within the approved programme, or is directly related to any an individual Member's identified training needs. Should a Member wish to undertake training outside of these parameters, then approval from the group whip and Director will be needed.

Value for Money

Member development must also provide value for money (VfM). The matrix used to determine if value for money has been achieved is shown in appendix 2.

The Member Development Steering Group reports to Council twice a year, future reports will include assessments of VfM.

The support of the Member Development Steering Group (MDSG), Group Leaders and Whips is essential to secure members buy-in and therefore their active participation in evaluation.

Evaluation of Learning and Development

Stage 1:

Evaluation of a member's learning needs in respect of their council and ward roles.

This will form part of the members' Personal Development Appraisals (PDA). Following an informal catch up with new members a full appraisal will be undertaken, with the group whip and an officer from Democratic Services, within the first year of becoming a member usually completed between January and March. Once a PDA is completed, a Personal Development Plan (PDP) will be produced and members asked to sign up to this. A PDP is likely to cover actions required up to a three year period, building on member's experience and development. *For example a PDP might include 'an introduction to scrutiny' in year 1 and for some members in years 2 or 3 – there would be advanced training for example on 'leading and scoping scrutiny reviews'.*

Stage 2:

Preparation of a learning & development programme to meet Council priorities and incorporate the individual learning needs (PDPs) of members. This programme will also pick up any requirements identified for ward work and individual committee roles.

Stage 3:

Before any course or learning opportunity members will be asked to complete a simple and short pre-evaluation form

Pre evaluation forms are not required for briefings and Masterclasses, which will generally be related to council priorities, policies or changes in legislation.

Stage 4:

Within two weeks of each briefing, course or learning opportunity we will ask members to complete a 'satisfaction evaluation' form that seeks information on their views of content and trainer

Stage 5:

Four months after each course or learning opportunity we will ask members to complete a post training evaluation form that will focus on how they have been able to put the learning into practice. Where possible we will use examples that might be shared across the Council and put into case histories.

Stage 6:

The Member Development Steering Group will consider the evaluation forms every quarter and make recommendations from this on future learning opportunities and specific trainers etc. This will inform the annual programme of learning & development opportunities.

Member Development Pre-session Comments

You have been asked to attend the session below – before you attend could we please ask you to provide some basic information that will help us continue to provide useful sessions for members. Please complete this form and return it to committees@blaby.gov.uk

Your name	
Title of the training session	
Date of the session	

1. What do you hope to get out of the session?

Learn new skills?	Yes / No
Develop your ability to make robust decisions?	Yes / No
A refresher of your existing knowledge of this subject?	Yes / NO

Is there anything else you would like to add?

2. Is the time and venue convenient for you?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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3. If you answered no, what time and venue would be more convenient for you and we will consider this for future sessions?

4. Have you looked at the LGA's learning and development work books?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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5. If you answered 'no' – would you like a member of the Democratic Services team to show you what is available?

Member Development Initial Evaluation Feedback

Please complete this form and return it to committees@blaby.gov.uk. The information you provide will be used as part of our commitment to provide learning & development session that help members make effective and informed decisions.

Your name	
Title of the training session	
Date of the session	

1. Overall what did you think of this session?

Poor <input type="checkbox"/>	Fair <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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2. As a result of this session do you have more confidence in your ability to make decisions or understand processes and reports on this subject?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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3. If you answered no, could you please tell us why not?

4. How would you rank the session presenter(s):

Poor <input type="checkbox"/>	Fair <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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If there was more than one presenter, did any stand out for you (and why)?

5. Did you find the pace and content of the session helpful?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered 'no' ... what could have made it more useful for you?

6. What was the best bit of the session for you (and why)?

7. And what bits were not quite so good (and why)?

8. What could have been improved to make the session more helpful for you?

9. Would you recommend that this session should be included in future induction programmes?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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10. Would you be willing to write a short review on the session to go in the members' e:bulletin.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Member Development Implementation Feedback

Your name	
Title of the training session	
Date of the session	

1. On (date) you attended a training session on (course title) at the time you told us in your initial feedback that the course was

(summarised list of feedback)

- a. Insert
- b. Insert
- c. Insert
- d. Insert
- e. Insert

2. As it is now three months since you attended the session have you been able to implement the learning from the session in your work?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered yes – can you please give an example below?

If you answered no – can you please tell us why this is the case?

3. Do you think a follow up session would be helpful?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4. Is there anything more you would like to add about the implementation of your learning from this session?

Value for Money The factors that we will use to determine Value for Money

Factor	Measure	Score
Cost - absolute cost of the training session, divided by the number of members who attend	<£50 per head	5
	<£75 per head	4
	<£100 per head	3
	<£150 per head	2
	>£151 per head	1
Relevance Obtained from the Blaby Plan, PDP's and role descriptions	Training or briefings are directly related to delivery of the council's priorities and/or values	1
	Training is identified within a members' PDP	1
	Essential Learning for specific role	1
Quality Obtained from course feedback forms	>75% good or v good	3
	>50% good or v good	2
	>25% good or v good	1
	<25% good or v good	0
Applying the Learning Obtained from course feedback forms	>75% "more knowledge/confidence in the subject"	3
	>50% "more knowledge/confidence in the subject"	2
	>25% "more knowledge/confidence in the subject"	1
	<25% "more knowledge/confidence in the subject"	0
Impact Post evaluation forms 3 – 6 months so we can test the impact	Over 50% of attendees are able to provide an example of how they put the training into practice	3
	Would the attendee "recommend a friend or colleague"	3
Maximum score		20

VfM is achieved if an event scores 12 or above.

Personal Development Appraisals (PDA) for Elected Members

Name :	Date of PDA :	Whip :
Ward :	List roles at Blaby DC	Date elected :

Preparation for your PDA

In order to effectively fulfil your roles and responsibilities as an elected Member you need to develop your core competencies in the key areas of Community Leadership, Knowledge, Communications and Scrutiny.

Ahead of your PDA with your group whip, it would be very helpful if you read through the ‘competencies’ outlined overleaf and consider these in the context of your own skills/expertise and give some thought to the areas in which you think training and development will help you.

If you already have – or have ambitions to hold – enhanced responsibilities then you should also consider the additional skills required for enhanced competencies. This process also provides the ideal opportunity for you to articulate your

interests as the whips will be able to refer back to this document when preparing their nominations for committees ahead of annual council.

Your own areas of interest and where you would like to have more responsibility in the future

Your areas of interest	Steps to help you develop

Enhanced competencies for roles with additional responsibility	Shared assessment of your current strengths and areas for development	Identification of training needs – including mentoring and observation

An example of the Member Development Plan (PDP)– individual members will be asked to sign up to this later in the year when the training programme is established,

Key areas for development in next 18 months ... and why this is important	Action to put this in place	Pre and Post event evaluation completed

Name

Signature

Date

Review Date

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Members' Roles and Responsibilities

May 2023

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Introduction

Role profiles for Councillors were introduced in Blaby in 2009 and were used by the Independent Remuneration Panel (IRP) to underpin the Members' Allowance Scheme. They were developed as a means to clearly set out the expectations of a ward Councillor and all roles attracting a 'Special Responsibility Allowance' (SRA). They have been refined and amended since, to ensure that they reflect the roles and responsibilities that our Councillors need on behalf of the public they are elected to serve.

There has been consultation with Councillors and key officers to ensure the role profiles were updated to reflect the changing role of Councillors and the future needs of the council and local government. In addition to this, skills and knowledge for each role have been identified to both meet the requirements of a future allowance scheme and support the Member Development Programme.

The role profiles set out the role and responsibilities as well as the skills and knowledge required for each role. The role profile for the ward Councillor is the foundation for all other roles. The responsibilities, skills and knowledge required for roles attracting an SRA are in addition to those set out for the ward Councillor.

The role profiles have three main purposes:

- To provide clarity for Councillors, officers and the public about what is expected of each role;
- To provide guidance to the Independent Remuneration Panel for the Members' Allowance Scheme;
- To support Councillors in their development by providing a checklist to identify their development needs, both for the roles they are currently undertaking and for future roles to support succession planning.

Role and Responsibilities

This role profile refers to the need for Councillors to engage with members of their community in order to learn about issues of local concern and help facilitate a vision for the locality.

Leadership at Ward Level

- To lead and champion the interests of the local community and effectively represent the interests of the Ward and its constituents.
- To meet and liaise regularly with local interested parties and involve and consult them on key Council decisions.
- To support and promote citizenship locally and empower the community to participate in the governance of the area.
- To undertake case work for constituents and act as an advocate in resolving concerns or grievances.
- To communicate with local people and answer enquiries:
 - about decisions that affect them
 - about opportunities in the community
 - regarding the rights of constituents within Blaby
 - as to why decisions are taken
- To act as an advocate for the Council within the Authority and outside.
- To effectively prepare for meetings by having read all relevant documentation and consulted with Officers as appropriate.

Localism

- To participate constructively in the effective governance of the area.
- To use influence as an Elected Representative to develop links between groups and communities in the Ward and local area.
- To forge local partnerships to ensure resources are targeted to meet the priority needs of the area.

Representation

- To contribute to and inform the debate at Full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.
- To have a good understanding of all roles contained within this document and of the Cabinet member/officer working relationship.
- To contribute to the formation and scrutiny of the Authority's policies, budget, strategies and service delivery.
- To contribute to the scrutiny of decision making and review of the policies and services of the council and of other public services delivered in Blaby via the Scrutiny process.
- To represent the authority to the community and the community to the council.
- To develop and maintain a knowledge of the Council and develop effective working relationships with its officers.
- To participate in the activities of any political group of which the Councillor is a member.
- To represent the council on outside bodies and to participate effectively in the appointed role and, where appropriate, to represent those bodies within Blaby District.

Other

- Commitment to delivering excellent public services
- To fulfil the legal (in accordance with the Council Code of Conduct for Councillors) and local requirements placed on an elected member.
- To provide to full Council any Member feedback from attendance at national briefings, key training initiatives or work on any Outside Bodies.
- To be responsible for your own personal development and undergo appropriate development and continuous improvement for any role undertaken.

Competencies

To provide to Council any member feedback from attendance at national briefings, key training initiatives, or work on any outside bodies.

Community Leadership

Skills

- Ability to lead and champion the interests of the local community

- Ability to manage casework (including the use of IT to support the process)
- Community engagement
- Ability to influence & persuade
- Negotiation skills
- Managing conflict & mediation skills
- Ability to develop relationships with key officers and partner agencies
- Ability to build effective relationships with all sections of the community so as to be able to represent their needs to the Council
- Ability to chair meetings community and facilitate discussions

Knowledge

- Understanding of how the Council works
- Knowledge of the Council structure, key contact officers and services procedures and eligibility criteria
- Knowledge of the political decision making structures
- Understanding of the Code of Conduct for Councillors, ethics and standards and the role of the Standards Committee.
- Understanding of national policies and their impact on the Council
- Knowledge of the strategic priorities and key policies of the Council
- Understanding of legislation and Council policies to which Members must adhere (e.g. Smoking Policy, Freedom of Information, Data Protection, equality legislation)
- Basic understanding local government finances and audit processes
- Understanding the Corporate Parenting responsibilities
- Knowledge of the Councils complaints procedure

Communication Skills

- Ability to deal with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented
- Ability to communicate with a range of audiences
- Active listening and questioning skills
- Presentation skills
- Public speaking skills

Special Responsibility Allowance: None

This role receives a Basic Allowance of £5,705.55*

*applicable from 31 January 2023.

Leader of the Council

This role profile is to be read in conjunction with the role profile for Cabinet Executive Member. It identifies the responsibilities, skills and knowledge required of the Leader of the Council that are in addition to those set out for a Cabinet Member.

Role and Responsibilities

- To provide leadership and direction to the Council
- To undertake the role of community leader, building a vision for the area and leading the Council and its partners towards realisation of that vision
- To represent the Council on Blaby Together and other key local, sub-regional and regional partnerships.
- To chair the Cabinet Executive and take responsibility for its performance
- To represent the authority, and be accountable for, discussions and negotiations with the community and with regional, national and international organisations.
- To undertake political executive responsibility for proposing and directing the overall strategy, budget, policy arrangements and service reviews.
- To act as spokesperson for the authority (in consultation with the Leader(s) of other political groups and the Chief Executive as is appropriate).
- To ensure the work of the Cabinet is conducted in accordance with the Council's Constitution and with due regard for any statutory provisions set out in legislation.
- To facilitate good communication so that people within and outside the authority are able to contribute constructively to the decision making processes of the Council.
- To work closely with the Group Whip to ensure the smooth running of the Group and the personal development of its Members.
- To maintain effective liaison with the Chair of the Scrutiny Commission.
- To work with other Leaders in the sub-region to maximise benefits and opportunities to Leicestershire.

Competencies

Community Leadership

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community

Scrutiny & Challenge

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge
- Understands the Cabinet Executives requirement to respond to Scrutiny

Communication Skills

- Ability to facilitate effective communication within and across the council to ensure the community are able to engage in the Council's decision making processes
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking
- Advanced chairing skills

Working in Partnership

Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed knowledge of the role of local partners and the services they deliver
- Able to work in partnership with others

Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

Providing Vision

Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

Excellence in Leadership

- Strong commitment to delivering excellent public services

Skills

- Advanced Leadership Skills
- Ability to develop a vision for Blaby District and drive the Council and its partners towards achieving that vision
- Advanced Ambassadorial skills to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level.
- Ability to lead the Council towards continuous improvement
- Ability to build effective relationships with external partners
- Ability to provide political leadership for their group
- Ability to, when necessary, discipline Members of their political group
- Advanced chairing skills
- Ability to plan and prioritise the business of Council, Cabinet and its committees having regard to the terms of reference and the key challenges facing the Council

Knowledge

- A detailed understanding of the strategic role of the Leader of the Council
- Detailed understanding of the legally defined role of the Chief Executive and other senior officers
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies

This role receives a Special Responsibility Allowance of £14,052.64*

*applicable from 31 January 2023

Deputy Leader of the Council

This role profile is to be read in conjunction with both the role profile for Cabinet Member and Leader of the Council. It identifies responsibilities specific to the role of Deputy Leader in addition to those of a Cabinet Member.

Role and Responsibilities

- To assist the Leader of the Council in the formal processes and matters of leadership of the authority specifically set out in the profile for the former.
- To work with the Leader of the Council on the budget and policy development
- To take the appropriate developmental steps to be equipped, with the knowledge and skills to carry out the role of the Leader when called upon.
- To deputise for the Leader in his or her absence and undertake the above mentioned duties set out in the role profile for the Leader of the Council.

Skills

As it is expected that the Deputy Leader is able to deputise for the Leader, the additional skills and knowledge set out for the Leader are copied here as they are also required of the Deputy Leader.

Competencies

Community Leadership

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community

Scrutiny & Challenge

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge
- Understands the Cabinet Executives requirement to respond to Scrutiny

Communication Skills

- Ability to facilitate effective communication within and across the council to ensure the community are able to engage in the Council's decision making processes
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking
- Advanced chairing skills

Working in Partnership

Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed knowledge of the role of local partners and the services they deliver

Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community meetings and other political groups
 - Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

Providing Vision

Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

Excellence in Leadership

- Strong commitment to delivering excellent public services

Skills

- Advanced Leadership Skills
- Ability to develop a vision for Blaby District and drive the Council and its partners towards achieving that vision
- Advanced Ambassadorial skills to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level.
- Ability to lead the Council towards continuous improvement
- Ability to build effective relationships with external partners
- Ability to provide political leadership for their group
- Ability to, when necessary, discipline Members of their political group
- Advanced chairing skills
- Ability to plan and prioritise the business of Council, Cabinet and its committees having regard to the terms of reference and the key challenges facing the Council

Knowledge

- A detailed understanding of the strategic role of the Leader of the Council
- Detailed understanding of the legally defined role of the Chief Executive and other senior officers
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies

This role receives a Special Responsibility Allowance of £9,134.50 (from 31 January 2023)

Cabinet Executive Member



Role and Responsibilities

- To have the responsibility for, and provide a lead on, the initiation of policy and improvements in a defined area.
- To decide the executive action to be taken in implementing those matters of Council policy allocated to them within their portfolio, seeking advice from the Senior Leadership Team where appropriate.
- To take personal responsibility, and to be held accountable, for any decisions taken, and to share with the appropriate Service Managers responsibility for the performance of services within their portfolio.
- To respond to or deal with any issues arising at Council meetings relating to their portfolio
- To act as spokesperson within and outside the authority on those services and functions within their portfolio.
- To be a member of, and attend, Cabinet Committees and to share the collective responsibility for decisions taken by the Cabinet.
- To act as an advocate for the Council within the Authority and outside.
- To provide regular reports on progress and to undertake consultation on decisions as required.
- To attend the Scrutiny Commission and Scrutiny Working Groups to discuss decisions taken or support the policy formulation process.
- To develop partnership working with other agencies and contribute, as a key player, to delivering a partnership agenda through Blaby Together for areas relevant to their portfolio
- To represent the Council on outside bodies.
- To represent the Council and contribute the Blaby District perspective on national, regional and sub regional bodies
- To consult interested parties, ward Councillors and citizens as part of the development and review of policy
- As part of the cabinet to be involved in:
 - Delivering improvements across the Council
 - providing support to all Councillors to help them develop constructive roles as Ward Members
 - leading the community planning process for the Council
 - the consultation on, and drawing up of, the revenue and capital budgets
 - taking decisions on resources and priorities to deliver the strategies and budget approved by full council
 - promoting and participating in Member Development.

Competencies

Community Leadership

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community

Scrutiny & Challenge

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge
- Understands the Cabinet Executives requirement to respond to Scrutiny

Communication Skills

- Advanced communication skills to be able to work constructively with officers, Members and partners
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking skills
- Ability to facilitate effective communication within and across the council to ensure the community are able to engage in the Council's decision making processes
- Advanced chairing skills

Working in Partnership

Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Leader and Council within them
- Detailed knowledge of the role of local partners and the services they deliver

Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

Providing Vision

Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members

Excellence in Leadership

Skills

- Advanced leadership skills for areas of individual responsibility and the ability to work with the Leader of the Council and Deputy Leader and other cabinet members as an executive team
- High level decision making
- Ability to challenge the status quo and deal with complex strategic issues and problems
- Ambassadorial skills to be able to represent the Council both within and outside the Council
- Strong commitment to delivering excellent public services
- Ability to lead the Council towards continuous improvement for the areas within their portfolio
- Effective chairing skills to be able to chair meetings relating to their portfolio
- Ability to manage a busy and complex work load, often to tight timescales and deadlines
- Research skills and policy development
- Assimilating and analysing complex information
- Relationship building – with other Cabinet colleagues, Officers, Scrutiny, Partners etc
- Ability to work as part of an executive team to drive forward the continuous improvement of the Council

Knowledge

- Knowledge of the key areas relating to the Cabinet portfolio, particularly in relation to service performance issues, targets, and benchmarks etc.
- A detailed understanding of the strategic role of Cabinet within the Council
Understanding of the role of a portfolio holder as part of the executive team
- Detailed understanding of Council strategy, policies and operations
- Understanding of the legally defined role of certain senior officers
- Detailed knowledge of the challenges facing local government
- Understanding of the national policy framework and its impact on local policy development
- Knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Knowledge of community needs and their priorities for action
- Knowledge of the role of local partners and the services they deliver
- Understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies
- Understanding of the principles and importance of making rational decisions

This post receives a Special Responsibility Allowance of £7,026.44*

*applicable from 31 January 2023.

Chairman of the Council



The Chairman of the Council will be elected at the Annual Meeting of the Council.

Roles and Responsibilities

- To preside over meetings of the Council so that its business is carried out efficiently and with regards to the rights of Councillors and the interests of the Community.
- To uphold and promote the principles of the Council's Constitution
- To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members are able to hold the Cabinet Executive to account
- To participate in promotional and public relations activities on behalf of the Council
- To promote public involvement in the Council's activities
- To represent the Council at Civic and Ceremonial functions as may be considered appropriate by the Chairman
- To act as an Ambassador and Champion for Blaby and the Council
- To host functions and recognise community and voluntary groups and other bodies which have made a significant contribution to the District.
- To nominate a Charity for receipt of funds raised during the Chairman's year of office
- To attend briefing meetings with the Monitoring Officer and Democratic Services before each Council meeting
- Demonstrate professionalism and respect advice provided by Officers and act in the spirit of the Nolan Principles
- To report to Council on Chairman's engagements undertaken since the previous Council meeting
- To liaise with the assigned officer to respond to correspondence addressed to the Chairman
- To host the following engagements with the support from Blaby District Council staff:-
 - Chairman's At Home (summer)
 - Civic Service (autumn)
 - Carol Concert (winter)
 - One fundraising event (spring)

Personal Skills and qualities

- Presentation skills
- Public speaking skills
- Good leadership skills
- Advanced chairing skills including the ability to manage conflict and promote consensus
- Tact and diplomacy
- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

Knowledge

- An understanding of procedural issues

Working in Partnership

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Community Meetings and other political groups.
- Political sensitivity to be able to address difficult issues across all groups.
- Understanding of the relationship between national politics and local political leadership.

Excellence in Leadership

Skills

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Partners etc.
- Ability to work as part of a team to drive forward the continuous improvement of the Council.

Knowledge

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards

This role receives an allowance of £3,712.08

*applicable from 31 January 2023.

The Vice-Chairman will be elected at the Annual Meeting of the Council.

Roles and Responsibilities

The Vice-Chairman will carry out the Chairman's duties in his or her absence. They will also provide support and assistance to the Chair in carrying out his or her responsibilities and should act as a 'critical friend' and sounding board.

They may agree to take on specific responsibilities from the Chair prior to the meeting (as might be agreed between them), such as assisting during the meeting when Members wish to speak and working with the Chair and Officers to ensure good meeting control.

Personal Skills and qualities

- Presentation skills
- Public speaking skills
- Good leadership skills
- Chairing skills
- Tact and diplomacy
- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

Working in Partnership

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Community Meetings and other political groups.

Excellence in Leadership

Skills

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Partners etc.

Knowledge

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards

This role receives an allowance of £927.36*

*applicable from 31 January 2023.

Leader of an Opposition Group

Role and Responsibilities

- To lead an Opposition Group within the Council
- To manage the work of Members within that Group
- To manage the overall co-ordination of opposition spokespersons and the business of the Group
- To scrutinise the Leader of the Council and the Cabinet in their duties.
- To act as the principal spokesperson for an Opposition Group of which he/she is leader and as a representative of the authority to external bodies and organisations as appropriate.
- To comment, challenge and review the Council's administration performance in the co-ordination and implementation of its policies and procedures.
- To establish and represent the views of the Group on issues of policy and priority.
- To develop opposition Group policies that are credible and could be implemented by the Council
- To champion member development, to ensure the smooth running of the Group and the personal development of its Members.
- To advise the Leader of the Council of the Group's position on issues relating to external relationships.
- To represent the Group on relevant formal and informal working groups
- To maintain effective liaison with the other Scrutiny Commissioners, where appropriate act as ambassador for the Council
- To participate in the development of corporate strategies and policies e.g. Blaby plan

Competencies

Community Leadership

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, with Officers, partners and political groups, to the benefit of the community

Scrutiny & Challenge

- Understands the purpose of Scrutiny
- Understanding of the role of Scrutiny in informing decision making
- Understands the need for Scrutiny to challenge and how to provide effective Scrutiny
- Ability to hold the Executive to account

Communication Skills

- Advanced communication skills to be able to work constructively with officers, Members and partners
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking skills
- Ability to facilitate effective communication within and across the council to ensure the community are given the opportunity to engage in policy development of the opposition group
- Advanced chairing skills
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialist is required, to ensure the Council is positively represented

Working in Partnership

Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed knowledge of the role of local partners and the services they deliver

Political Understanding

- Political sensitivity to be able to address difficult issues with other Groups
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

Providing Vision

Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members
- Research skills and policy development

Excellence in Leadership

Skills

- Ability to provide political leadership of their Group and manage the tensions between the political demands and expectations of the Group, and the needs of the Council

- Ambassadorial skills to be able to represent the Council both within and outside the Council including at sub-regional, regional and national level
- Ability to, when necessary, discipline Members of their political Group
- Strong commitment to delivering excellent public services
- Effective chairing skills
- Assimilating and analysing complex information
- Ability to plan and prioritise the business of the Group

Knowledge

- Understanding of the roles of the Leader of the Council, Cabinet Executive Members and the Leader of the Opposition Group within the Council
- Understanding of the legally defined role of certain senior officers
- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed knowledge of the challenges facing local government
- Understanding of Council strategy, policies and operations
- Knowledge of the role of local partners and the services they deliver and their relationship with the Council
- Understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies
- Detailed knowledge of community needs and their priorities for action
- Understanding of the wider, national issues facing elected Members and the practical implications for the Members in their group
- Understanding of the principles and importance of making rational decisions

This role receives a Special Responsibility Allowance of £3,990.14*

*applicable from 31 January 2023.

Role and Responsibilities

The Chair of the Scrutiny Commission is responsible for effective scrutiny in Blaby District by:

- Developing, leading and promoting the overview and scrutiny function
- Managing and co-ordinating the overview and scrutiny function
- Continuing development of both the organisation and practice of overview and scrutiny learning from the experience locally and elsewhere.
- Maintaining political objectivity and impartiality whilst fulfilling the role to maintain political objectivity. Scrutiny must operate in a non-political environment in which non-executive councillors can consider policy issues and hold Executive members to account for the delivery of services on behalf of local residents. The Chair of Scrutiny is crucial in ensuring that Scrutiny does not become an opposition tool but remains focused on playing the role of a 'critical friend'.

1. Leading and Promoting the Scrutiny Function

- To maintain effective liaison with the Leader of the Council and the Chief Executive and Directors to ensure that scrutiny contributes to effective decision-making in Blaby District.
- To represent scrutiny in Council and be accountable to Council for the actions of scrutiny.
- To ensure that scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- To represent Blaby District at sub-regional, regional and national forums concerned with scrutiny.
- To represent the Scrutiny Commission on relevant boards and panels.
- To be responsible for the constitutional arrangements relating to the waiving of call in where decisions are "urgent" and / or not on the forward plan.

2. Managing and Coordinating the Scrutiny Function

- To Chair the meetings of the Scrutiny Commission
- To ensure that scrutiny work is properly coordinated
- To maintain an overview of the work of all the panels in order to ensure effective co-ordination and progress of all work.
- To monitor progress of all scrutiny reviews and ensure that they are completed in reasonable time.
- To support and advise the Lead Members of the Scrutiny Working Groups.
- To receive all requests for scrutiny and ensure initial investigation to inform consideration at the Commissioners Meetings.

- To monitor the use of 'call-in' procedures and advise on whether the procedure is being used appropriately.

3. Development of Scrutiny

- To maintain an overview of scrutiny in Blaby District and to learn from best practice elsewhere
- To ensure the continuing development of overview and scrutiny in Blaby through improving both how it is organised as well as the practice.
- To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters.

Competencies

Scrutiny & Challenge

- Leadership of the scrutiny function within and outside the Council including sharing and learning from best practice
- Leadership of the Commission as a team
- Ambassadorial skills through the representation and championing of the scrutiny function inside and outside the authority
- Objective setting and progressing those objectives on behalf of the scrutiny function by effective performance and project management
- A detailed awareness of the strategic importance of the scrutiny function within the Council
- A detailed awareness of the constitutional arrangements relating to the scrutiny function and particularly those of the Chair
- A detailed awareness of the Blaby approach to scrutiny and its relationship with the other parts of the Council's decision making structures
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Chair in addressing them
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function
- An awareness of project management principles
- Overseeing and prioritising scrutiny work, taking account of available resources
- Planning and coordinating the work of the Scrutiny Commission and its' agenda
- Coordinating the work of standing and ad hoc scrutiny panels

Communication Skills

- High standard of communication with officers, Members, partners, external bodies and members of the public
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking skills
- Advanced chairing skills

Working in Partnership

- Relationship building– with Scrutiny Commission colleagues, SLT/ senior officers, Panel Lead Members, the Executive, Partners etc
- Building effective relationships with other parts of the political management structure e.g. the executive, full council, community meetings etc.
- Ensuring effective contributions from each member of the Commission
- Detailed knowledge of the role of local partners and the services they deliver

Providing Vision

- Dealing with complex strategic issues and problems on behalf of the Scrutiny Commissioners and the scrutiny function as a whole
- Obtaining and weighing up evidence and making decisions and recommendations based on that evidence
- Assimilating and analysing complex information

This post receives a Special Responsibility Allowance of £5,320.02*

*applicable from 31 January 2023.

Scrutiny Commissioners



Role and Responsibilities

- To be responsible for supporting the Chair of the Commission to ensure effective scrutiny in Blaby District.
- To lead, with the Chair of the Commission, the scrutiny function
- To ensure that scrutiny is publicised and communicated to build understanding of its role both within and outside the council
- To manage and coordinate the scrutiny work programme and forward plan
- To maintain an overview of the work of all the working groups, and their Lead Members, in order to ensure effective coordination and progress of all work.
- To monitor progress of all scrutiny reviews and ensure completion in reasonable time
- To support and advise lead members
- To consider and determine requests for in-depth scrutiny reviews and where necessary chair an ad hoc panel
- To be responsible for the continuing development of both the organisation and practice of scrutiny learning from the experience both in Blaby District and elsewhere
- To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in scrutiny matters
- To provide a quality check on the outcome of reviews
- To work with officers in progressing individual objectives on behalf of the Commission
- To develop and maintain constructive relationships with the Executive
- To lead on a defined area of work
- To maintain political objectivity and impartiality.

Competencies

Scrutiny & Challenge

- Leadership of the scrutiny function within and outside the Council including sharing and learning from best practice
- Ambassadorial skills through the representation and championing of the scrutiny function inside and outside the authority

- Objective setting and progressing those objectives on behalf of the scrutiny function by effective performance and project management
- A detailed awareness of the strategic importance of the scrutiny function within the Council
- A detailed awareness of the constitutional arrangements relating to the scrutiny function and particularly those of the Commissioners
- A detailed awareness of the Blaby approach to scrutiny and its relationship with the other parts of the Council's decision making structures
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Commissioners in addressing them
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function
- An awareness of project management principles
- Overseeing and prioritising scrutiny work, taking account of available resources
- Planning and coordinating the work of the Scrutiny Commission and its' agenda
- Coordinating the work of standing and ad hoc scrutiny panels

Communication Skills

- High standard of communication with officers, Members, partners, external bodies and members of the public
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking skills
- Advanced chairing skills

Working in Partnership

- Relationship building– with Scrutiny Commission colleagues, SLT / senior officers, Panel Lead Members, the Executive, Partners etc
- Building effective relationships with other parts of the political management structure e.g. the executive, full council, community meetings etc.
- Ensuring effective contributions from each member of the Commission
- Detailed knowledge of the role of local partners and the services they deliver

Providing Vision

- Dealing with complex strategic issues and problems on behalf of the Management Committee and the scrutiny function as a whole
- Obtaining and weighing up evidence and making decisions and recommendations based on that evidence
- Assimilating and analysing complex information

This post receives a Special Responsibility Allowance of £3,990.14 *

*applicable from 31 January 2023.

Chair of Scrutiny Working Group (or Task & Finish Panel)

Role and Responsibilities

The Scrutiny Working Group Lead Member has a key role to ensure effective overview and scrutiny in Blaby District

- Contributing to the management, co-ordination and development of overview and scrutiny as required
- As the key link between the Cabinet Members and the services they are responsible for, and overview and scrutiny
- To manage the work of the working group to ensure effective scrutiny of the relevant Cabinet Member and services that s/he is responsible for and contribute to policy development
- Maintaining political objectivity and impartiality whilst fulfilling the role to maintain political objectivity. Scrutiny must operate in a non-political environment in which non-executive councillors can consider policy issues and hold Executive members to account for the delivery of services on behalf of local residents.

1. Management and Coordination of Scrutiny

- To attend meetings of the Scrutiny Commission when required
- To contribute to the management, co-ordination and development of the scrutiny working group
- To report to the Scrutiny Commission on the work and progress of the Working Group
- To ensure the working group responds to issues referred to it by the Scrutiny Commission

2. Manage the Work of the Scrutiny Working Group

- To manage and guide the Working Group's work
- Through the scrutiny function contribute to the development of service policy
- To coordinate and manage working group members to undertake assigned tasks and sub-group work
- To liaise with the designated Scrutiny Officer supporting the Working Group
- To ensure that the Scrutiny Working Group carries out the functions allocated to it by the Commission

Competencies

Scrutiny & Challenge

- Leadership of the scrutiny panel and on behalf of the Working Group
- Prioritise and manage the Working Group work programme, coordinating assigned tasks and taking account of available resources
- A detailed awareness of the Blaby approach to scrutiny and its relationship with the other parts of the Councils decision making structures

- Ensuring clear scoping is carried out to ensure that the work programme is delivered on behalf of the scrutiny function by effective performance and project management
- A detailed awareness of the constitutional arrangements relating to the scrutiny function
- Detailed knowledge of the challenges facing the scrutiny function
- An awareness of project management principles

Communication Skills

- Communication with officers, Members, partners, external bodies and members of the public
- Advanced listening and questioning skills
- Effective presentation skills
- Effective public speaking skills
- Chairing skills
- Able to draft reports setting out Working Group progress for consideration by the Commission

Working in Partnership

- Relationship building– within the scrutiny context with Officers, Members, partners etc
- Building effective relationships with other parts of the political management structure e.g. the executive, full council, community forums etc.
- Developing the Working Group as a team and ensuring effective contributions from each member.

Knowledge

- Detailed knowledge of the Working Group portfolio and the main issues relating to that portfolio
- An awareness of basic project management principles as relevant to the Working Group

This role does not receive a Special Responsibility Allowance.

Chair of Grievance & Standards Committee



Role and Responsibilities

- To chair the Standards Committee in accordance with its terms of reference.
- To chair panels dealing with allegations of breach of the Council's Code of Conduct.
- To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics
- To work with the Council's Monitoring Officer in promoting and supporting standards of behaviour and ethics among all Councillors on the District Council and parish and town councils in the area.
- To advise officers on the content of the agenda for Committee meetings.
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.
- To ensure that all matters referred to it are dealt with promptly and in accordance with local and national guidance and on an entirely apolitical basis.
- To act as a spokesperson for the Standards Committee.
- To present any reports or findings to the relevant bodies within the Council.
- To maintain political objectivity and impartiality in the role.

Competencies

Regulating and Monitoring

- Ability to represent the Standards Committee to Members, the community and the media
- Prioritising and managing the work of the Standards Committee including agenda planning and the deployment of available resources
- A detailed awareness of the national and local importance and role of the Standards Committee.
- An understanding of the Council's Code of Conduct and the constitutional arrangements relating to the Standards Committee
- Assimilating and analysing complex and contradictory information
- Obtaining and weighing up evidence and making decisions based on that evidence

Working in Partnership

- Relationship building - with the Council's Monitoring Officer, members of the Standards Committee, senior officers

Communication Skills

- Advanced listening and questioning skills
- Effective presentations skills
- Effective public speaking
- Advanced chairing skills

This role does not receive a Special Responsibility Allowance.

Chair of Planning Committee



Role and Responsibilities

- To chair the Planning Committee in accordance with the agreed protocols and Members' handbook.
- To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics including the protocol relating to Planning Committee procedures.
- To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure.
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.

Competencies

Regulating and Monitoring

- Ability to represent the Planning Committee to Members, the community and the media
- Prioritising and managing the work of the Planning Committee including agenda planning
- Ability to plan and prioritise the business of the Planning Committee having regards to its terms of reference and key challenges facing the Planning Committee
- An in-depth understanding of development control issues and protocol relating to planning procedures and the Planning Committee
- Understanding of the role of Ward Councillors in the planning process and how to handle conflicts of interest between being a Ward Member and a member of the Planning Committee
- Understanding the role of the Planning Officers
- Ability to represent the Planning Committee to the community and the media

Working in Partnerships

- Relationship building particularly with senior officers involved in the planning function, Leaders, and Group Managers

Communication Skills

- Advanced listening and questioning skills.
- Communication skills – particularly with Members and Officers involved with the Planning Committee
- Presentations skills
- Advanced public speaking
- Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council and the Planning function is positively represented

- Advanced chairing skills

This role receives a Special Responsibility Allowance of £5,018.64*

The Vice-Chairman receives a Special Responsibility Allowance of £1,185.60*

Each Member (and any nominated substitute) of the Planning Committee receives £20* per meeting.

*applicable from 31 January 2023.

Chair of Licensing and Regulatory Committee



This role profile is also relevant for the Chair of a (Licensing and Regulatory) Committee, where the majority of current activity takes place.

Role and Responsibilities

- To chair the Licensing and Regulatory Committee in accordance with its terms of reference.
- To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics
- To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.
- To represent the Committees decisions in appeals to the Magistrates and higher Courts.
- To be aware of legislation and ongoing local and national developments on licensing and regulatory matters and their implications.
- To be the elected member spokesperson in regular scheduled meetings with the taxi vehicle trade and with other interested parties so that the Council maintains relationships and can have positive dialogue on licensing issues.

Competencies

Regulating and Monitoring

- Ability to represent the Licensing and Regulatory Committee to the community and the media
- Ability to plan and prioritise the business of the licensing and regulatory committees having regard to its terms of reference and key challenges facing the licensing and regulatory functions
- Knowledge and understanding of relevant legislation and local/national developments on licensing & regulatory matters – and their implications.

Working In Partnership

- Relationship building particularly with senior officers involved in the licensing and regulatory functions, Leaders, and Group Managers

Communication Skills

- Advanced listening and questioning skills.
- Advanced chairing skills, including the ability to manage conflict
- Communication skills – particularly with Members and Officers involved with the Licensing/Regulatory Committee
- Effective presentations skills
- Effective public speaking skills
- Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council and the Licensing & Regulatory functions is positively represented

This role does not receive a Special Responsibility Allowance.

Chair of Audit & Corporate Governance Committee

Role and Responsibilities

- To Chair the Audit Committee in accordance with its terms of reference.
- To oversee the Audit function of the Council, ensuring the overall co-ordination and management of the audit process.
- To sign the approved Annual Statement of Accounts
- To ensure that adequate resources (financial and officer support) are identified and sought from the Council.
- To encourage Committee members to obtain necessary skills to contribute the work of the Committee and to work with officers to provide training if necessary.
- To endeavour to engage all members of the Committee in its activities.
- To lead the Committee, in consultation with officers, in prioritising its work.
- To develop a constructive relationship with the Chief Executive and appropriate Directors and their staff and, where appropriate, with relevant Lead Members.
- To report on work undertaken by the Committee to meetings of Cabinet Executive and Council, where appropriate.
- To work with the Council's Executive Director (Section 151 Officer) Strategic Finance Manager, the Shared Audit Manager and the Senior Audit Manager in promoting to officers high standards of financial management, audit control and risk management.
- To ensure that all Audit Committee Members complete annually, CIPFA's 'Self-Assessment of Good Practice' and the Knowledge and Skills Framework, to inform future development of the Committee.
- Assess the Training and Development needs of the Audit Committee, including the knowledge and skills.

Competencies

Regulating and Monitoring

- Ability to plan and prioritise the business of the Audit Committee having regard to its terms of reference and key challenges facing the audit and risk management functions.
- Knowledge and understanding of relevant legislation and local/national developments on audit, financial and risk management matters, and their implications.

- Knowledge of the financial framework, contract regulations, audit regulations, professional disciplines and services relevant to the work of the Committee.
- Knowledge of Council's anti-fraud and anti-corruption strategies.
- In depth knowledge and understanding of local government finance.

Working in Partnership

- Relationship building particularly with senior officers involved in audit functions.
- Knowledge of the role of the external auditors

Communication Skills

- Advanced listening and questioning skills.
- Advanced Chairing Skills
- Communication skills – particularly with Members and officers involved with the Audit Committee
- Effective presentations skills
- Effective public speaking
- Ability to work with the media and to identify when additional support from the communications department is required, to ensure the Council and the Audit function is positively represented.

This role currently receives a Special Responsibility Allowance of £1,255.09*

*Applicable from 31 January 2023

Chair of Officer Grievance, Appeals and Disciplinary Committees

Role and Responsibilities

- To deal with and decide upon individual cases for the following committees:
 - Appeals Committee
 - Chief Executive, Directors & Chief Officers Disciplinary Committee (Head of Paid Service, Chief Finance Officer and Monitoring Officer)
 - Grievance Committee
- To chair meetings of the Panel in accordance with each of the individual, relevant terms of reference.
- To represent the Council in all dealings with the public, media and other bodies in respect of the relevant Committee.

Competencies

Regulating & Monitoring

- Ability to plan and prioritise the business of the each relevant Committee having regard to its terms of reference
- Obtaining and weighing up evidence to reach conclusions and make recommendations based on that evidence
- In-depth understanding of the Appeals process
- In-depth knowledge of grievance and disciplinary procedures

Communication Skills

- Relationship building particularly with senior officers supporting / advising on the processes of the Council, Leaders, Group Managers and Committee Members.
- Advanced chairing skills.
- Advanced listening and questioning skills.
- Communication skills – particularly with Members and Officers involved in each Committee.
- Effective presentations skills
- Effective public speaking skills

This role does not receive a Special Responsibility Allowance

Additional Role



Deputy Leader of a Group

This role profile is to be read in conjunction with the role profile for Leader of a Group.

Role and Responsibilities

- To undertake the development required to ensure the Member is equipped with the knowledge and skills required to carry out the role of the Group Leader when called upon.
- To assist the Group Leader to manage the work of Members within the Group.
- To work with the Group Leader on the budget and policy development for the Group
- To deputise for the Group Leader in his or her absence and undertake the duties set out in the role profile for Leader of a Group.
- To support the Group Leader in the initiation of policy.
- To work closely with Executive Management Group and Senior Officers where appropriate.
- To hold the Cabinet to account at Council meetings.
- To play a proactive role in Scrutiny to discuss decisions taken or support the policy formulation process.
- When required attend Cabinet Committees and Executive Briefing Sub Groups on behalf of the group.
- Consult interested parties, ward Councillors and citizens as part of the development and review of group policy
- To assist the Group Leader when consulting on, and drawing up the revenue and capital budgets.

Competencies

Community Leadership

- Refer to Ward Member role
- Tact and diplomacy to be able to work across the full range of Council services, with Officers, partners and political groups, to the benefit of the community

Communication Skills

- Advanced communication skills to be able to work constructively with officers, Members and partners
- Advanced listening and questioning skills
- Advanced presentation skills
- Advanced public speaking skills
- Ability to facilitate effective communication within and across the council to ensure the community are given the opportunity to engage in policy development of the opposition group
- Advanced chairing skills
- Advanced skills in working with the media whilst being able to identify when additional support from public relations specialist is required, to ensure the Council is positively represented

Working in Partnership

Knowledge

- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed knowledge of the role of local partners and the services they deliver

Political Understanding

- Political sensitivity to be able to address difficult issues with other Groups
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community meetings and other political groups
- Political sensitivity to be able to address difficult issues across all groups
- Understanding of the relationship between national politics and local political leadership

Providing Vision

Knowledge

- Understanding of the wider, national issues facing elected Members and the practical implications for the authority's Members
- Research skills and policy development

Excellence in Leadership

Skills

- Ability to provide political leadership of their Group and manage the tensions between the political demands and expectations of the Group, and the needs of the Council
- Ambassadorial skills to be able to represent the Council both within and outside the Council including at sub-regional, regional and national level
- Ability to, when necessary, discipline Members of their political Group
- Strong commitment to delivering excellent public services
- Effective chairing skills
- Assimilating and analysing complex information

- Ability to plan and prioritise the business of the Group

Knowledge

- Understanding of the roles of the Leader of the Council, Cabinet Executive Members and the Leader of the Opposition Group within the Council
- Understanding of the legally defined role of certain senior officers
- Detailed knowledge of the work of national, regional and sub regional bodies and the role of the Council within them
- Detailed understanding of the national policy framework and its impact on local policy development
- Detailed knowledge of the challenges facing local government
- Understanding of Council strategy, policies and operations
- Knowledge of the role of local partners and the services they deliver and their relationship with the Council
- Understanding of the Council's constitution, code of conduct, budget and audit processes and key internal policies
- Detailed knowledge of community needs and their priorities for action
- Understanding of the wider, national issues facing elected Members and the practical implications for the Members in their group
- Understanding of the principles and importance of making rational decisions

This role does not receive a Special Responsibility Allowance.

Champion for the Youth Council



A General Duties and Responsibilities

- To support the Cabinet Executive in driving forward Blaby District Council's Youth Council.
All Champions are required to adhere to the principles of collective responsibility and good governance by: -
 1. Supporting designated Officers in assisting with delivery of assigned projects.
 2. Supporting the Cabinet Executive in monitoring and reviewing performance of the Council Services against determined objectives.
 3. Overseeing delivery of projects assigned by the Leader and the Planning, Housing Strategy, Economic & Community Development Portfolio Holder.

B Specific Duties and Responsibilities

- To be the Council's lead at Member level on the Youth Council and current issues surrounding young people.
- To champion the Youth Council and act as a figurehead to bring about positive change by supporting the development of young people.
- To assist young people to engage with the Council by providing signposting support to the appropriate Elected Members or Council services on issues identified by them.
- To be approachable and responsive to the needs and priorities of the Youth Council, and other young people's groups.
- To support the Council in understanding issues linked to delivering improved outcomes for young people.
- To work with other partner agencies as appropriate where there is opportunity and benefit to be gained from collaborative working.
- To contribute to the development of the Youth Council by participating and attending relevant events.
- To represent Blaby District Council at meetings as required by the Portfolio Holder and Group Manager.
- To provide regular feedback to the Portfolio Holder and Council.
- This post requires that the Individual completes a Disclosure and Barring Service Check (DBS) supported by Democratic Services.

C Competencies

Community Leadership

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of young people and the community.

Scrutiny & Challenge

- Understands the purpose of Scrutiny.
- Understanding of the role of Scrutiny in informing decision making.
- Understands the need for Scrutiny to challenge.

Communication Skills

- Communication skills to be able to work constructively with young people, officers, partners and elected members.
- Listening and questioning skills.
- Presentation skills.
- Public speaking skills.

Working in Partnership

- Knowledge of the role of local partners and the services they deliver.
- Able to work in partnership with others.

Political Understanding

- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Scrutiny, Community Meetings and other political groups.
- Political sensitivity to be able to address difficult issues across all groups.
- Understanding of the relationship between national politics and local political leadership.

Providing Vision

- Understanding of the wider, national issues facing young people and the practical implications for the authority's Members.

Excellence in Leadership

Skills

- Ambassadorial skills to be able to represent the Council both within and outside the Council.
- Strong commitment to delivering excellent public services.
- Relationship building – with colleagues, Officers, Scrutiny, Partners etc.
- Ability to work as part of a team to drive forward the continuous improvement of the Council.

Knowledge

- Understanding of the role of the Portfolio Holder as part of the Executive.
- Detailed knowledge of the challenges facing local government.
- Knowledge of community needs and their priorities for action.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Code of Conduct for Councillors, ethics and standards.

The Youth Council Champion receives a Special Responsibility Allowance of £1,255.09

*applicable from 31 January 2023.

Green Champion



Role profile to be agreed.

The Green Champion receives a Special Responsibility Allowance of £1,255.09

*applicable from 31 January 2023.

Armed Forces Champion

Role profile to be agreed.

This role does not receive a Special Responsibility Allowance.

Equalities Champion

Role profile to be agreed.

This role does not receive a Special Responsibility Allowance.

Document Title	Members Roles & Responsibilities	Date approved	
Review due	July 2023		
Author	Sandeep Tiensa	Sign & Date	
Owning Service	Corporate Services		
Equality Impact Assessment	Date undertaken		
	Issue found		

Blaby District Council End of Term Member Survey Results:

Please find below the results of the End of Term Member survey which was distributed to Members in April 2023 and received a total of 19 responses. The results have been presented below for the Steering Group to consider.

Survey Question	Member Responses
1: Are you aware of the Member Learning and Development programme?	18 Members (95%) responded 'Yes' 1 Member (5%) responded 'No'
2: How useful/ effective was the Member Learning and Development Programme?	2 Members (11%) responded 'Poor' 5 Members (28%) responded 'Adequate' 8 Members (44%) responded 'Good' 3 Members (17%) responded 'Very Good.'
3: Are you aware of the Councillors' Toolkit?	18 Members (95%) responded 'Yes' 1 Members (5%) responded 'No'
4. How useful/ effective was the Councillor's Handbook?	2 Members (11%) responded 'Adequate' 11 Members (61%) responded 'Good' 5 Members (28%) responded 'Very Good'

5. Are you aware of the Officer Buddying Scheme?	5 Members (26%) responded 'No' 14 Members (74%) responded 'Yes'
6. How useful/effective was the Officer Buddying Scheme?	1 Member (8%) responded 'Poor' 2 Members (15%) responded 'Adequate' 6 Members (46%) responded 'Good' 4 Members (31%) responded 'Very Good'
7. Are you aware of Personal Development Appraisals?	9 Members (47%) responded 'No' 10 Members (53%) responded 'Yes'
8. How useful/effective were Personal Development Appraisals?	5 Members (56%) responded 'Poor' 2 Members (22%) responded 'Adequate' 2 Members (22%) responded 'Good' 0 Members responded 'Very Good'
9. Are you aware of the Members Weekly Calendar of Meetings (electronic)?	All 19 Members (100%) responded 'Yes.'
10. How useful/effective was the Members Weekly Calendar of Meetings (electronic)?	0 Members responded 'Poor' 1 Member (5%) responded 'Adequate' 6 Members (32%) responded 'Good' 12 Members (63%) responded 'Very good'
11. Are you aware of the Members e:bulletin?	All 19 members (100%) responded 'Yes'

12. How useful/effective was the Members e:bulletin?	0 Members responded 'Poor' 4 Members (21%) responded 'Adequate' 8 Members (42%) responded 'Good' 7 Members (37%) responded 'Very good'
13. Do you use the Members Lounge?	14 members (74%) responded 'No' 5 Members (26%) responded 'Yes'
14. How often do you use the Members Lounge?	1 Member (20%) responded 'Once or twice a year' 1 Member (20%) responded 'Every 2 or 3 months' 1 Member (20%) responded 'Monthly' 2 Members (40%) responded 'Once or twice a month'
15. How useful/effective did you find the IT Support provided by the council?	7 Members (37%) responded 'Poor' 8 Members (42%) responded 'Adequate' 3 Members (16%) responded 'Good' 1 Member (5%) responded 'Very good'
16. If you chose poor or adequate for any of the previous questions, please indicate why in the box below, along with any suggestions for improvement.	Responses to follow at the meeting.
17. If there is any other additional support which you would have liked to have received, please indicate in the box below.	Responses to follow at the meeting.
18. What were the most important/useful training sessions you attended? Please list your top three or four.	Responses to follow at the meeting.

<p>19. Was there any particular learning and development you did not receive, which you feel would have helped you to carry out your role more effectively?</p>	<p>Responses to follow at the meeting.</p>
<p>20. Please tell us how you think Councillor learning and development needs to change in the next four years, for example:</p> <ul style="list-style-type: none"> • We need to change the content of the learning and development programme • We need to change the timing of learning 	<p>Responses to follow at the meeting.</p>
<p>21. I feel that my skills, expertise and interests have been sufficiently recognised and utilised by the council. (1 being poor, 4 being very good)</p>	<p>4 Members (21%) chose Option 1 (Poor) 3 Members (16%) chose Option 2 (Fair) 10 Members (53%) chose Option 3 (Good) 2 Members (11%) chose Option 4 (Very Good)</p>
<p>22. Before you were elected, were you made aware of what the role of a Councillor involved?</p>	<p>11 Members (73%) responded 'Yes' 4 Members (27%) responded 'No'</p>
<p>23. Before you were elected, were you made aware of the actual time commitment involved?</p>	<p>10 Members (67%) responded 'Yes' 5 Members (33%) responded 'No'</p>
<p>24. Before you were elected, would you have liked more information about the council's activities and priorities?</p>	<p>10 Members (67%) responded 'Yes' 5 Members (33%) responded 'No'</p>

<p>25. Once you were elected, what do you think could have helped you more? Please tick all that apply.</p>	<p>4 Members voted for 'A nominated buddy within Democratic Services'</p> <p>6 Members voted for 'A one to one to discuss learning needs, fairly soon after election - with my whip and a member support officer'</p> <p>6 Members voted for 'Specific training on the Members' role as community champion'</p> <p>5 Members voted for 'Help with IT - e.g. Outlook, Teams and Modern. Gov'</p> <p>3 Members voted for 'Other'</p>
<p>26. Please comment below if you think there is anything more we should do for new Members.</p>	<p>Responses to follow at the meeting.</p>

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Member Development Programme for New and Returning Members 2023/24

Online Modules	
Mandatory, Optional or Advisory	Training Module:
Mandatory	Safeguarding (Bronze Level) Children, Young People & Adults – to be released
Mandatory	GDPR and Data Protection - to be released

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 10 May 5:30pm Council Chamber	Mandatory	<u>Member Induction – Essential Business Day</u> <ul style="list-style-type: none"> • Welcome from Chief Executive and Directors • Corporate Overview • Code of Conduct training • Drop off forms 	No
<div>Page 87</div> Tuesday 16 May 5:30pm Council Chamber	Mandatory for new Members Returning Members can also attend this event	<u>ICT and Democratic Services Support Session</u> <ul style="list-style-type: none"> • Issue new username and passwords for Outlook • Issue new laptops • Overview of various applications 	No
Thursday 25 May 5.30pm Council Chamber	Mandatory for Planning Committee Members and Substitute Members	<u>Planning Committee</u> <ul style="list-style-type: none"> • Function of the Planning Committee • Structure of a Committee day • Introduction to legislation & Policy • Code of Conduct 	No

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 31 May 2023 Virtual	Optional	<u>LGA Planning Virtual Training</u> The session will explain the planning process, giving clarity to some of its complexities and highlighting the importance and different roles that councillors can have to interact with the process. This forms part of a wider programme delivered by the LGA to introduce new councillors to some key specific areas of work within the local government.	Yes Local Government Authority (LGA)
Wednesday 7 June 5:30pm Council Chamber	Optional – but suggested for Planning Committee Members	<u>Growth & Development Awareness Training</u>	No
Wednesday 14 June 5.30pm Council Chamber	All Members are welcome to attend. This is mandatory for Scrutiny Commission Members	<u>All Member Workshop – The Essentials of Effective Strategic Scrutiny</u> <ul style="list-style-type: none"> • Scrutiny influences and how to use them • The foundations of effective scrutiny – collaboration, trust, and transparency • Latest guidance and good practice 	Yes Centre for Governance & Scrutiny (CfGS)

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 19 June 11:00am Zoom	Optional	<u>Rural Policy and Implications for rural communities</u> <ul style="list-style-type: none"> • Information about the Rural Services Network and our services • An overview of the key challenges facing rural communities and rural policy • Our Policy Asks of Government in these key policy areas 	Rural Services Network
Tuesday 20 June 9:30pm onwards Civic Area, Park Room & Brooks Room	Advisory	<u>Meet The Services Event</u> An opportunity to meet various teams of the Council and learn about services we provide.	No
Thursday 22 June 10.00am-3.30pm Devonshire Place, 78 London Road, Leicester, LE2 0RA	Optional	<u>Planning Reform</u> <ul style="list-style-type: none"> • Planning Reform – Background & Context • Levelling up & Regeneration Bill • The Infrastructure Levy • Impact on Devolution and the Levelling up agenda 	Yes East Midlands Councils

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 27 June 6:00pm Council Chamber	Mandatory for Licensing Committee Members and Substitute Members.	<u>Licensing Committee Training</u> <ul style="list-style-type: none"> • Conduct of Councillors in the Administration of Licensing – General Principles • Conduct of Councillors in the Administration of Licensing – Hearings • Appeals and costs 	Yes David Lucas
Monday 3 July 6:00pm-8:30pm Virtual (Zoom/teams)	Advisory for Chairs of Committees and those who may wish to Chair a Committee. Please contact a member of the Democratic Service's Team to book	<u>Chairing Skills for Members</u> This development session will provide participants with tips and techniques associated with being a skilled chair of a virtual, physical or hybrid meeting. <ul style="list-style-type: none"> • Identify the role, responsibilities and skills for being an effective chair. • Plan and prepare for a meeting – both face to face and virtual. • Open a meeting and set the scene. • Structure agenda items and discussions for logic and flow. • Communicate confidently including keeping the meeting on track • Encourage and manage participation. • Close the meeting positively. 	Yes East Midlands Councils Miranda Smythe

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 5 July 5:30pm Microsoft Teams	Advisory	<u>Lightbulb & Housing Enablement Team (HET)</u> <ul style="list-style-type: none"> • Disabled Facilities Grants • Overview of the Hospital Housing Service • Home Gadgets & Assistive Technology Pilot • Safespaces Hoarding Pilot • Overview of Housing Enablement services 	No
Wednesday 12 July 10.00-3.30pm Virtual Via Zoom	Optional Please contact a member of the Democratic Service's Team to book a place.	<u>Handling Online Abuse and Intimidation Webinar</u> <ul style="list-style-type: none"> • Managing trolls and cyber-bullies • Introduction to the legal framework around social media posts • Tips on how to create a positive online presence • How to stay safe online 	Yes East Midlands Councils
Thursday 13 July 5:30pm Brooks Room	Mandatory for Audit & Corporate Governance Committee Members and Substitutes.	<u>Audit & Corporate Governance Training</u> <ul style="list-style-type: none"> • Roles & responsibilities of the Audit & Corporate Governance Committee <p>Please note: Audit & Corporate Governance Committee will take place after Member training.</p>	No

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Friday 14 July 10.00-11.30am Virtual	Advisory for Members of the Licensing & Regulatory Committee. Please contact a member of the Democratic Service's Team to book a place.	<u>Introduction to Licensing</u> <ul style="list-style-type: none"> • This session will support you with the licensing process as you settle into your role • What to expect and tips to help you work effectively • This session will focus on some key areas of licensing: alcohol and entertainment, taxi and private hire vehicle, and gambling 	Yes East Midlands Councils
Friday 14 July 3.30pm – 4.00pm Nottingham County Council, County Hall, Loughborough Road, Nottingham, NG2 7QP	Optional Please contact a member of the Democratic Service's Team to book a place.	<u>Hitting the Ground Running New Councillor Workshop</u> <ul style="list-style-type: none"> • Discussing your early experiences so far • Understanding the challenges in your ward role • The role of the Modern Councillor • Learning and tips from experienced Councillors • How East Midlands and the Local Government Association can support you 	Yes East Midlands Councils
Tuesday 18 July 5:30pm Council Chamber	Advisory for Planning Committee Members and substitute Members.	CANCELLED <u>Planning Masterclass</u> Subject : Planning Enforcement	No

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 20 July 5:30pm Council Chamber	This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups	<u>Scrutiny: Questioning Skills</u> <ul style="list-style-type: none"> Core questioning and listening skills Developing a questioning strategy 	Yes Centre for Governance & Scrutiny (CfGS) Lisa Smart
Monday 31 July 1:00 – 2:00pm Virtual (Zoom/Teams)	Optional	NEW <u>Cyber Security – Stay safe online!</u> <ul style="list-style-type: none"> East Midlands Councils, working collaboratively with the East Midlands Special Operations Unit (EMSOU), is hosting a free webinar for Councillors on cyber security. Cyber Security is the protection of your hardware, software and data from unauthorised access and cyber-attacks. We recognise the value and responsibility you bring to our communities as a councillor, with this in mind we want to ensure that you have strong cyber security protection available to you. 	East Midlands Councils and EMSOU A collaborative unit of officers and staff from Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire police forces tackling the most serious, organised and violent crime, countering terrorism and extremism and providing forensic services on behalf of the region.

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 5 September 5:30pm Council Chamber	This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups	<u>Scrutiny Training: Work Programming</u> <ul style="list-style-type: none"> • Purpose of work programmes • Importance of openness and collaboration • Different scrutiny techniques to build agility and capacity 	Yes Centre for Governance & Scrutiny (CfGS) Dave Burn
Thursday 14 September 12.00-3.30pm Virtual	Advisory for newly elected Members.	NEW <u>Finance without numbers – An introduction to local government finance</u> <ul style="list-style-type: none"> • Members' role in finance • How finance decisions are made • Some key financial issues and terminology 	Yes East Midlands Councils
Tuesday 19 September 5:30pm Council Chamber	Advisory for Planning Committee Members and substitute Members.	<u>Planning Masterclass</u> Subject : To be confirmed	No
Tuesday 3 October 5:30pm Brooks Room	Optional	<u>Introduction to Communications & Social Media</u> <ul style="list-style-type: none"> • Introduction of the service and what we do • Do's and don'ts of social media 	No

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 12 October 5:30pm Council Chamber	Optional	<u>Climate Change Masterclass</u> <ul style="list-style-type: none"> • What have we achieved and our plans moving forward • Introduction to the Climate Change Action Plan and Climate Change Strategy • 	No
Wednesday 18 October 5:30pm Brooks Room/Hybrid	Advisory	NEW <u>Domestic Abuse Awareness</u> An opportunity for Members to learn about the Domestic Abuse and the team who support service users.	No Rebecca Holcroft, Ian Parry, Farzana Patel, Caroline Harbour
Monday 23 October 5:30pm Council Chamber	Advisory	<u>Finance and Welfare Training</u> <ul style="list-style-type: none"> • How local Authority accounting works • Council Tax & Benefits overview 	No
Wednesday 25 October 5:30pm Council Chamber	Optional	<u>Introduction to Air Quality</u> <ul style="list-style-type: none"> • What do we measure • Why do we measure • What does the legislation say • What can we do with government funds - DEFRA update 	No

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
<p>Wednesday 1 November</p> <p>5:30pm</p> <p>Brooks Room/Hybrid</p>	Advisory	<p>NEW <u>Anti-Social Behaviour, Prevent and Protect</u></p> <p>To provide an insight of the work of the Community Services team and Police on ASB, Prevent and Protect.</p>	<p>No</p> <p>Rebecca Holcroft, Carol Parker, Jasmin Barr, Caroline Harbour</p>
<p>Monday 4 December</p> <p>5:30pm</p> <p>Council Chamber</p>	Advisory for Planning Committee Members and substitute members	<p><u>Planning Masterclass</u></p> <p>Subject : To be confirmed</p>	<p>No</p>

Feedback - Induction Programme 2023

2023 Training

IT & Democratic Services Support Session 16 May 2023

Attendance 18 – 5 Members provided feedback. 1 rated the session as “excellent”, 2 as “Good”, 1 as “Fair” and 1 as “Poor.” 4 Members agreed that they had confidence in their ability to make decisions and understand processes and reports and 1 did not.

The session presenter was ranked as “excellent” by 2 Members, “good” by 2 and “fair” by 1 Member. In respect of pace and content, 3 Members said that it was helpful and 2 said that it was not.

One Member commented that the session was less useful for those Members who are already fluent IT users and that certain elements of the session should not have been mandatory for those with higher IT competency (basic IT training, sending emails etc). The Member commented that the session would be more useful if Members were able to determine whether they need to stay based on the session’s content, once they have successfully logged in and accessed the necessary applications.

Members commented on the negative issues with IT (problems accessing emails, logging in and accessing Modern.Gov) but also emphasised the helpfulness of staff and welcomed the opportunity to ask any questions in a relaxed, supportive atmosphere.

Despite the issues with IT during the session, all 5 Members recommended that it should be included in future induction programmes.

Annual Planning Training 25th May 2023

Attendance 21 Members (including all Planning Committee Members) – 7 feedback forms were received.

2 rated the session as “excellent” and 5 rated it as “good.” All agreed that they had confidence in their ability to make decisions and understand processes and reports.

The session presenter was ranked as “excellent” by 4 members and “good” by 3 members.

In respect of pace and content all members said that the session was helpful.

Best Bits

Members commented that the session was well attended and that it was very informative. Given the large amount of content that was covered, Members commented that the presenters tried their best to be lively and energetic.

Bits Not So Good

Members asked that real examples of planning applications be provided in future training sessions, and asked that the PowerPoint slides be sent out to all Members.

Growth and Development Awareness 7 June 2023

Attendance – 13 Members and 2 provided feedback. Both members rated the session as “excellent.” 1 Member agreed that, as a result of the session, they had confidence in their ability to make decisions and understand processes and reports. The other Member that did not agree to this statement, commented that the session worked well as a refresher to his existing knowledge.

The session presenters were ranked as “excellent” by both Members.

In respect of pace and content, both members said that the session was helpful.

The Essentials of Effective Scrutiny 14 June 2023

Attendance – 14 members and 6 officers attended the session. 1 Member provided feedback, rating the session as “excellent.” The Member agreed that, as a result of the session, they had confidence in their ability to make decisions and understand processes and reports.

The Member ranked the session presenter as “excellent” and said that the pace and content of the session was helpful.

Best bits

The Member commented that, as the presenter herself was a current councillor, she understood what would be useful in her presentation.

Licensing Committee Training 27 June 2023

Attendance – 13 Members and 5 provided feedback. 1 rated the session as “excellent”, 1 as “good,” 2 as “fair” and 1 rated the session as “poor”. 3 respondents

agreed that, following the session, they had confidence in their ability to make decisions and understand processes and reports. 2 Members disagreed with this statement.

The session presenters were marked as “excellent” by 1 Member, “good” by 1 Member, “fair” by 2 members and “poor” by 1 member.

In respect of the pace of the session, 3 members agreed that the pace of the session was helpful and 2 commented that it was not.

Best bits

Members found the examples of case studies and case law useful.

Bits Not So Good

Several Members felt that the session went on for too long and that this caused them to lose interest in the subject matter. The session started at the slightly later time of 6.20pm due to heavy traffic and finished at 8.20pm.

While acknowledging the complexity of the subject matter, Members also felt that the session was not as engaging as it could have been. They felt that there were too many wordy slides, not enough visuals and that it was easy to get lost in the numerous case studies. This made the session feel repetitive and created difficulty retaining information.

Members suggested that the presenter could have improved the session by posing more questions directly to Members or by giving Members case studies to work through in small groups.

Lightbulb & HET 5th July

Attendance – 9 Members and 4 provided feedback. 2 rated the session as “good” and 2 rated the session as “excellent”. All respondents agreed that they had confidence in their ability to make decisions and understand processes and reports.

The session presenters were marked as “excellent” by 3 Members and “good” by 1. Members commented that all presenters did a great job.

In respect of pace of the session, all agreed the pace of the session was helpful.

Best bits

Members found the session useful as it showed what help is out there for people that need it.

Cllr. Stuart Coar said he would be willing to write a short review to be posted on SharePoint.

Handling Online Abuse 12 July

Attendance – 4 Members and 1 Member provided feedback.

The session was rated as 'good' and the respondent agreed that, as a result of the session, they had more confidence in their ability to make decisions or understand processes and reports on this subject. The session presenters were rated 'good' and the respondent found that the session's pace and content were helpful. The Member recommended that this session be included in future induction programmes.

Best bits

The respondent found learning about settings that can be changed when using social media accounts particularly useful.

Value for Money and Return on Investment – Member Development

The factors that we will use to determine Value for Money

Factor	Measure	Score
Cost - absolute cost of the training session, divided by the number of members who attend	<£50 per head <£75 per head <£100 per head <£150 per head >£151 per head	5 4 3 2 1
Relevance Obtained from the Blaby Plan, PDP's and role descriptions	Training or briefings are directly related to delivery of the council's priorities and/or values Training is identified within a members' PDP Essential Learning for specific role	1 1 1
Quality Obtained from course feedback forms	>75% good or v good >50% good or v good >25% good or v good <25% good or v good	3 2 1 0
Applying the Learning Obtained from course feedback forms	>75% "more knowledge/confidence in the subject" >50% "more knowledge/confidence in the subject" >25% "more knowledge/confidence in the subject" <25% "more knowledge/confidence in the subject"	3 2 1 0
Impact Post evaluation forms 3 – 6 months so we can test the impact	Over 50% of attendees are able to provide an example of how they put the training into practice Would the attendee "recommend a friend or colleague"	3 3
Maximum score		20

VfM is achieved if an event scores 12 or above.

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Value for Money and Return on Investment – Member Development

		Factor					
Date	Training Session	Cost (1-5)	Relevance (0-3)	Quality (0-3)	Applying learning (0-3)	Impact (0-6)	Final rating (0-20)
16/05/23	IT & Dem Services Support Session	5	Not yet measured 0	2	3	Not yet measured	10
25/05/2023	Annual Planning Committee Training	5	Not yet measured 2	3	3	Not yet measured	12
07/06/23	Growth and Development Awareness	5	Not yet measured 2	3	1	Not yet measured	10
14/06/2023	The Essentials of Effective Strategic Scrutiny	3 (£77.80 per head)	Not yet measured 2	3	3	Not yet measured	10
22/06/2023	Planning Reform	5	Not yet measured	Not yet measured	Not yet measured	Not yet measured	5
27/06/2023	Licensing Committee Training	5 (£38.41 per head)	Not yet measured 2	1	2	Not yet measured	9
05/07/2023	Lightbulb & Housing Enablement	5	Not yet measured 2	3	3	Not yet measured	12
13/07/2023	Audit & Corporate Governance Training						
14/07/2023	Hitting the Ground Running New Councillor Workshop						
18/07/2023	Planning Masterclass						
20/07/2023	Scrutiny: Questioning Skills						
05/09/2023	Scrutiny Training: Work Programming						
19/09/2023	Planning Masterclass						

03/10/2023	Introduction to Communications & Social Media						
12/10/2023	Climate Change Masterclass						
23/10/2023	Finance and Welfare						
25/10/2023	Introduction to Air Quality						
4/12/2023	Planning Masterclass						

Summary:

Value for Money (VfM) is considered to have been achieved when a training event receives a final rating score of **12+**, using this criteria, 2 of the 7 training events which have been evaluated can currently be considered to have provided value for money and a return on investment.

The final ratings which are shown are likely to increase, as their 'Impact' factor is determined. The Impact factor is calculated via a small number of evaluation questions sent to a selection of attendees approximately 3 months after the training session.