

## Member Development Steering Group

**Tuesday, 5 December 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 - 8)
3. Draft By-Election Member Induction Programme (Pages 9 - 14)  
  
For Members to consider the draft induction programme following the by-election on 21 December 2023.
4. Feedback from the New Member's 6 Month Catch-up  
  
For Members to consider the feedback provided at the 6 month catch up meeting (to follow).
5. Preparation of Councillor Development Reviews (CDR's) (Pages 15 - 20)  
  
To consider preparation required to carry out the Councillor Development Reviews in February/March 2024.
6. Member Development Programme & iLearn Update (Pages 21 - 40)  
  
For Members to consider the current Member Induction Programme and provide feedback on the courses delivered and proposed future content (enclosed).
7. Evaluation of Recent Courses  
  
Members are asked to consider the recent evaluation feedback, including the Value for Money and Return on Investment (to follow).
8. Budget Update (Pages 41 - 42)
9. Items for Next Agenda
10. Date of Next Meeting
  - 13 March 2024

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## **MEMBER DEVELOPMENT STEERING GROUP**

Minutes of a meeting held at the Council Offices, Narborough

**THURSDAY, 26 OCTOBER 2023**

### **Present:-**

Cllr. Adrian Clifford (Chairman)

Cllr. Royston Bayliss  
Cllr. Nick Brown

Cllr. Luke Cousin  
Cllr. Bob Waterton

Cllr. Jane Wolfe

### **Officers present:-**

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

### **Apologies:-**

Cllr. Matt Tomeo and Cllr. Susan Findlay

## **1. NOTES OF LAST MEETING**

The minutes of the meeting held on 22 March 2023, as circulated, were approved as a correct record.

## **2. MEMBERS IT UPDATE**

The Chairman, Cllr. Adrian Clifford provided a brief introduction to explain why the Members IT update, which was requested at the previous meeting, had been removed from the agenda for this meeting. Members had considered an IT report at Full Council on 25 October, therefore the update was no longer required at this meeting. Members discussed whether, following the update they would prefer Officers and the Portfolio Holder at the next meeting on 5 December 2023.

It was agreed that the Members IT Update be kept as a standing item that could be removed should there be nothing further to report at the next meeting.

### 3. **MEMBER DEVELOPMENT STRATEGY 2023 - 2027**

The Senior Democratic Services & Scrutiny Officer (SDSSO) thanked those Members of the working group that helped shape and amend the new Member Development Strategy for the period 2023-2027 and the Councillor Development Review (CDR). The SDSSO asked that Members from all groups provide some quotes and case studies for inclusion in the Strategy, to demonstrate the importance and value of Member Development. This feedback could include examples of training/induction sessions that were useful, examples of support provided by officers, and advice for new Councillors.

Members discussed the Councillor Development Review and the merits of providing a baseline of skills, knowledge and abilities for Councillors. The SDSSO assured Members that any confidential information given as part of the CDR would be treated in the appropriate manner.

The SDSSO informed Members that the Strategy and CDR would be presented to Full Council on Tuesday 28 November 2023.

#### **DECISION**

That the Member Development Strategy 2023-2027 be endorsed and recommended to Council on 28 November 2023.

Reason:

It is important that the Council has a structured Member Development Strategy that strengthens the knowledge and skills that Members need to fulfil their demanding roles; help contribute to the delivery of the Council's priorities and respond to the changing needs of the District.

#### 4. **MEMBER DEVELOPMENT PROGRAMME AND ILEARN**

The Democracy Support Officer (DSO) presented the Member Development Programme and provided an update on the feedback received at the previous meeting.

Key updates included:

##### Hybrid sessions

Taking on the feedback of the previous session that it would be beneficial to have more training sessions held hybrid, the DSO explained that Democratic Services were working with officers to determine where practically they can change their session to be held in a hybrid format instead. Cllr. Bob Waterton informed Members of audio and visual difficulties experienced with the Meeting Owl during the Climate Change Masterclass and this was noted by the DSO.

##### Updates to the Induction Programme

The DSO explained that greater detail was added to the Induction Programme to make key information clearer, with hybrid sessions, cancelled or rescheduled sessions and new sessions each highlighted a different colour. Reasons for cancelled sessions were also added to the programme.

##### iLearn Update

The DSO reminded Members that 22 modules are available to complete on iLearn and that two of these modules are mandatory:

1. Safeguarding (Bronze Level) Children, Young People & Adults.
2. GDPR.

Members discussed the importance of completing the mandatory modules and agreed to encourage their group members to complete these modules as soon as possible.

#### **DECISION**

That the latest update to the Member Induction Programme be approved.

Reason:

To provide Councillors with the key skills, tools, knowledge and confidence to enable them to successfully navigate their roles and effectively discharge their council responsibilities.

## 5. **EVALUATION OF RECENT COURSES**

The DSO updated Members on the evaluation feedback from recent courses, which was summarised up to the Climate Change Masterclass that took place on Thursday 12 October 2023. An update was provided on the Value for Money (VfM) and Return on Investment for each session. The DSO explained that the Impact factor was still yet to be measured for all sessions, hence the 'Rating to Date' provided was not a finalised rating. The DSO assured Members that the Impact measure would be available at the next meeting, allowing the finalised VfM rating to be calculated.

The DSO discussed various methods for collating Member feedback to training sessions to ensure the highest level of responses. Taking on the suggestions from the previous meeting, the DSO outlined the pros and cons of using Mentimeter to collate feedback. It was concluded that the disadvantages of using Mentimeter outweighed the advantages, most notably that voting IDs cannot be set, preventing follow up feedback from being taken. Therefore, the DSO suggested that Microsoft Forms continue to be used for the pre session comment forms and that the Initial Evaluation Surveys be handed out as paper copies for sessions taking place in the BDC offices (and be sent via Microsoft forms to virtual attendees).

## 6. **MEMBER SHAREPOINT SITE**

Members received a demonstration of the Elected Members SharePoint Site and considered further areas of development for the site.

These included:

- Setting forms to read-only.
- Adding an iLearn tile for easier access to e-learning resources.
- Adding an explanation/guide for different Council functions and which organisation is responsible for them (e.g. County, District or Parish).
- Adding Member Training sessions to the calendar on the Council website.
- Adding a 30 minute reminder notification to meeting invitations on Outlook.
- Removing the 'MOVED' marker next to meetings that have been moved to a new date and instead adding a brief explanation, e.g. "the meeting that was previously taking place on 'x date' is now taking place on 'y date'."
- Resizing of tiles on the Members SharePoint homepage. For example, the larger 'Councillors' tile could be replaced with the 'Toolkit' tile to give Members faster access to the Member Toolkit and Contacts Directory. The 'Useful Links' tile could also be made more prominent.
- Adding tiles for the Council's social media links.

The DSO explained that a series of drop in sessions were being planned for Members in need of IT assistance, e.g. navigating the Members SharePoint site or accessing agendas through the Mod.Gov app. Further information and calendar invitations would be communicated to Members once the dates were finalised.

## **7. NEW MEMBER'S 6 AND 12 MONTH CATCH-UPS**

The SDSSO updated Members on the 6 and 12 Month Catch-Ups which were set to take place on:

- Tuesday 14 November 2023 (6 Month Catch-Up)
- Tuesday 14 May 2024 (12 Month Catch-Up)

Members discussed useful lines of questioning for the catch-up meetings and suggested several discussion prompts to help focus the first meeting:

- An introduction from the Member Development Steering Group Chairman, Cllr. Adrian Clifford.
- What is working well and what have Members enjoyed about their new role?
- What have been the challenges and what could be better?
- Feedback on the Induction Programme, e.g. how has Members learning been facilitated and are there any gaps in learning?
- A recap of the experience of having a buddy, e.g. have Members had contact from their buddies and has it been helpful to have a buddy?

## **8. BUDGET UPDATE**

The SDSSO updated Members on the training budget. The SDSSO advised Members of the budget's increase by £1,000, which would be used to provide a suite of training to fill the urgent training needs of Planning Committee Members. The SDSSO informed Members that an external facilitator, the Planning Advisory Service, was contacted regarding the Committee's training needs.

## **9. ITEMS FOR NEXT AGENDA**

- Members IT Update
- Evaluation of Recent Courses
- Feedback from the New Member's 6 Month Catch-up
- Progress update on the Councillor Development Reviews (CDR's)
- SharePoint update

## **10. DATE OF NEXT MEETING**

- Tuesday 5<sup>th</sup> December 2023.

**THE MEETING CONCLUDED AT 7.20 P.M.**



# **Member Development Programme for new Glen Parva Councillor By-Election: 21 December 2023**

Online Modules	
Mandatory, Optional or Advisory	Training Module:
Mandatory (Complete these first)	Safeguarding (Bronze Level) Children, Young People & Adults
Mandatory (Complete these first)	GDPR and Data Protection
Optional	Induction for New Starters
Optional	Councillor Scrutiny
Optional	Dementia Awareness
Optional	Business Math
Optional	Coaching
Optional	Cyber Security – Keeping Safe online
Optional	Dementia Awareness
Optional	Emergency Planning
Optional	Healthy Lifestyles
Optional	Influencing, Assertiveness and Negotiation

Optional	Interview Skills
Optional	Introduction to health & Safety
Optional	Introduction to Mindfulness and Meditation
Optional	Keeping Safe Online
Optional	Managing your priorities
Optional	Mental Health Awareness
Optional	Personal Resilience
Optional	Prevent
Optional	Risk Management
Optional	Treating People Fairly

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
TBC  w/c 1 January 2024	TBC	Mandatory	<u>Member Induction – Essential Business</u> <ul style="list-style-type: none"> <li>• Welcome from Chief Executive and Directors</li> <li>• Corporate Overview</li> <li>• Introduction to the Code of Conduct - Monitoring Officer</li> <li>• Drop off forms.</li> </ul>	No
w/c 8 January 2024	TBC	Mandatory	<u>ICT and Democratic Services Support Session</u> <ul style="list-style-type: none"> <li>• Issue laptop etc (if required)</li> <li>• Overview of various applications and Modern.Gov</li> <li>• Chamber layout, use of microphones and seating positions.</li> <li>• Tour of Council Offices</li> <li>• Photo for ID card and website</li> </ul>	No
11 January 2024  5-6pm	Teams	Advisory	<u>Questioning Skills for Elected Members</u> <p>EMC in partnership with the Centre for Governance Scrutiny (CfGS) are providing an “entry level bite size” scrutiny session that aims to raise member understanding and confidence in questioning skills.</p>	Yes  (Centre for Governance & Scrutiny)

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
			This session will set out what the purpose of overview and scrutiny is, then will explore types of enquiry and types of questions, as well as looking at where you are asking questions and to whom.	
TBC	TBC	Mandatory for Planning Committee Members and Substitute Members	<u>An introduction to Planning and Strategic Growth</u> <ul style="list-style-type: none"> <li>• Function of the Planning Committee</li> <li>• Introduction to legislation &amp; policy</li> <li>• Local Plan/Strategic Growth</li> </ul>	No
TBC	TBC	Advisory for newly elected Members.	<u>An introduction to local government finance</u> <ul style="list-style-type: none"> <li>• Members' role in finance</li> <li>• How finance decisions are made</li> <li>• Some key financial issues and terminology</li> <li>• Council Tax and Benefits overview</li> </ul>	No – Delivered by officers
Thursday 15 February 2024 5:30pm	Council Chamber	<b>Mandatory</b>	<u>Code of Conduct</u> <ul style="list-style-type: none"> <li>• Understanding members roles and responsibilities</li> <li>• The purpose of the code, the principles the code is based on and when the code applies.</li> </ul>	No

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## **Councillor Development Review**





## Section B

**Understanding how Council works** – *how well do you feel that you understand Council and Committee processes and procedures? What are the gaps in your knowledge, if any?*

<b>Whip/Leader Comments:</b>
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## Section B

**Your Skills** – Consider your current roles at the Council against the skills and knowledge identified in the Roles and Responsibilities document - Where do you think you need further support?

**Whip/Leader comments:**

## Section C

**Ambitions** – *do you have a specific interest in a particular subject or aspirations towards a particular role?*

- Chair of a committee ☐
- Chair of a working group ☐
- Chair a task and finish group ☐
- Chair of the Council ☐
- Cabinet Executive/Portfolio Holder ☐
- Member Champion ☐
- Scrutiny ☐
- Audit and Corporate Governance ☐
- Finance ☐
- Planning ☐
- Regulatory (e.g., environmental health, environmental services) ☐
- Other:

**Group Whip/Leader comments:**

## Section D

**Training and Development** – *In what areas do you feel you require further development?*  
*Please tick all that apply below:*

1. Affordable Housing ☐
2. Audit ☐
3. Benefits and Support available to residents ☐
4. Climate Change ☐
5. Code of Conduct ☐
6. Complaints procedures ☐
7. Community Engagement ☐
8. Community Leadership ☐
9. Communication Skills ☐
10. Chairing Skills ☐
11. Cyber Security ☐
12. Data Protection and GDPR ☐
13. Effective Surgeries and Casework ☐
14. Emergency Planning/Resilience ☐
15. Equalities, Diversity, and Inclusion ☐

- 16. Fraud Awareness ☐
- 17. How the Council Works ☐
- 18. I.T Training (state below – e.g., Word, Email etc) ☐
- 19. Licensing ☐
- 20. Local Government Finance (Basic) ☐
- 21. Local Government Finance (Advanced) ☐
- 22. Managing Conflict ☐
- 23. Modern Slavery ☐
- 24. Presentation Skills ☐
- 25. Planning Masterclasses (state below if you have a particular subject in mind) ☐
- 26. Public Speaking Skills ☐
- 27. Questioning Skills ☐
- 28. Safeguarding ☐
- 29. Scrutiny ☐
- 30. Social Media ☐
- 31. Understanding Council's Strategic Priorities ☐
- 32. Understanding Council Partnerships ☐
- 33. Understanding Council's Corporate Measures ☐
- 34. Whistleblowing ☐
- 35. Other:

**Group Whip/Leader comments:**

## Section E – Advanced Section

*This section is for those Members where the Group Whip/Leader has identified potential Leadership development.*

Example for illustrative purposes only:

1. Being an effective Cabinet Member: Leadership Essentials ☐
2. Communication and Media: Political Leadership Masterclass ☐
3. Digitalisation: Leadership Essentials ☐
4. Finance: Leadership Essentials ☐
5. Finance for Non-Finance Cabinet Members: Leadership Essentials ☐
6. Financial Governance: Leadership Essentials ☐
7. Getting your message across: Leadership Essentials ☐

### Group Whip/Leader comments:

The Councillor Development Review is completely private and confidential.

Signed by Councillor:	Date:
Signed by Group Whip:	
Signed by Group Leader:	

# **Member Development Programme for New and Returning Members 2023/24**

Online Modules	
Mandatory, Optional or Advisory	Training Module:
<b>Mandatory</b>	Safeguarding (Bronze Level) Children, Young People & Adults – <b>Now Live</b>
<b>Mandatory</b>	GDPR and Data Protection – <b>Now Live</b>
Optional	Induction for New Starters
Optional	Councillor Scrutiny
Optional	Dementia Awareness
Optional	Business Math
Optional	Coaching
Optional	Cyber Security – Keeping Safe online
Optional	Dementia Awareness
Optional	Emergency Planning
Optional	Healthy Lifestyles
Optional	Influencing, Assertiveness and Negotiation
Optional	Interview Skills

Optional	Introduction to health & Safety
Optional	Introduction to Mindfulness and Meditation
Optional	Keeping Safe Online
Optional	Managing your priorities
Optional	Mental Health Awareness
Optional	Personal Resilience
Optional	Prevent
Optional	Risk Management
Optional	Treating People Fairly

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 10 May 2023 5:30pm	Council Chamber	Mandatory	<u>Member Induction – Essential Business Day</u> <ul style="list-style-type: none"> <li>Welcome from Chief Executive and Directors</li> <li>Corporate Overview</li> <li>Code of Conduct training</li> <li>Drop off forms</li> </ul>	No
Tuesday 16 May 2023 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"> <li>Issue new username and passwords for Outlook</li> <li>Issue new laptops</li> <li>Overview of various applications</li> </ul>	No
Thursday 25 May 2023 5.30pm	Council Chamber	Mandatory for Planning Committee Members and Substitute Members	<u>Planning Committee</u> <ul style="list-style-type: none"> <li>Function of the Planning Committee</li> <li>Structure of a Committee day</li> <li>Introduction to legislation &amp; Policy</li> <li>Code of Conduct</li> </ul>	No



Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 31 May 2023	Virtual	Optional	<p><u>LGA Planning Virtual Training</u></p> <p>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.</p>	<p>Yes</p> <p>Local Government Authority (LGA)</p>
Wednesday 7 June 2023 5:30pm	Council Chamber	Optional – but suggested for Planning Committee Members	<p><u>Growth &amp; Development Awareness Training</u></p>	No
Wednesday 14 June 2023 5.30pm	Council Chamber	<p>All Members are welcome to attend.</p> <p><b>This is mandatory for Scrutiny Commission Members</b></p>	<p><u>All Member Workshop – The Essentials of Effective Strategic Scrutiny</u></p> <ul style="list-style-type: none"> <li>• Scrutiny influences and how to use them</li> <li>• The foundations of effective scrutiny – collaboration, trust, and transparency</li> <li>• Latest guidance and good practice</li> </ul>	<p>Yes</p> <p>Centre for Governance &amp; Scrutiny (CfGS)</p>

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 19 June 2023 11:00am	Via Zoom	Optional	<u>Rural Policy and Implications for rural communities</u> <ul style="list-style-type: none"> <li>Information about the Rural Services Network and our services</li> <li>An overview of the key challenges facing rural communities and rural policy</li> <li>Our Policy Asks of Government in these key policy areas</li> </ul>	Rural Services Network
Tuesday 20 June 2023 3:30pm 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 2023 10.00am-3.30pm	Devonshire Place, 78 London Road, LE2 ORA	Optional	<u>Planning Reform</u> <ul style="list-style-type: none"> <li>Planning Reform – Background &amp; Context</li> <li>Levelling up &amp; Regeneration Bill</li> <li>The Infrastructure Levy</li> <li>Impact on Devolution and the Levelling up agenda</li> </ul>	Yes  East Midlands Councils

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 27 June 2023 6:00pm	Council Chamber	<b>Mandatory for Licensing Committee Members and Substitute Members.</b>	<u>Licensing Committee Training</u> <ul style="list-style-type: none"> <li>• Conduct of Councillors in the Administration of Licensing – General Principles</li> <li>• Conduct of Councillors in the Administration of Licensing – Hearings</li> <li>• Appeals and costs</li> </ul>	Yes David Lucas
Monday 3 July 2023 6:00pm-8:30pm	Virtual	<b>Advisory for Chairs of Committees and those who may wish to Chair a Committee.</b>  Please contact a member of Democratic Service's 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"> <li>• Identify the role, responsibilities and skills for being an effective chair.</li> <li>• Plan and prepare for a meeting – both face to face and virtual.</li> <li>• Open a meeting and set the scene.</li> <li>• Structure agenda items and discussions for logic and flow.</li> <li>• Communicate confidently including keeping the meeting on track</li> <li>• Encourage and manage participation.</li> <li>• Close the meeting positively.</li> </ul>	Yes East Midlands Councils Miranda Smythe

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 5 July 2023 5:30pm	Virtual Via Microsoft Teams	Advisory	<u>Lightbulb &amp; Housing Enablement Team (HET)</u> <ul style="list-style-type: none"> <li>• Disabled Facilities Grants</li> <li>• Overview of the Hospital Housing Service</li> <li>• Home Gadgets &amp; Assistive Technology Pilot</li> <li>• Safespaces Hoarding Pilot</li> <li>• Overview of Housing Enablement services</li> </ul>	No
Wednesday 12 July 2023 2.00-3.30pm	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"> <li>• Managing trolls and cyber-bullies</li> <li>• Introduction to the legal framework around social media posts</li> <li>• Tips on how to create a positive online presence</li> <li>• How to stay safe online</li> </ul>	Yes  East Midlands Councils
Thursday 13 July 2023 5:30pm	Brooks Room	<b>Mandatory for Audit &amp; Corporate Governance Committee Members and Substitutes.</b>	<u>Audit &amp; Corporate Governance Training</u> <ul style="list-style-type: none"> <li>• Roles &amp; responsibilities of the Audit &amp; Corporate Governance Committee</li> </ul> <p>Please note: Audit &amp; Corporate Governance Committee will take place after Member training.</p>	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Friday 14 July 2023 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"> <li>• This session will support you with the licensing process as you settle into your role</li> <li>• What to expect and tips to help you work effectively</li> <li>• This session will focus on some key areas of licensing: alcohol and entertainment, taxi and private hire vehicle, and gambling</li> </ul>	Yes  East Midlands Councils
Friday 14 July 2023 1.30pm – 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"> <li>• Discussing your early experiences so far</li> <li>• Understanding the challenges in your ward role</li> <li>• The role of the Modern Councillor</li> <li>• Learning and tips from experienced Councillors</li> <li>• How East Midlands and the Local Government Association can support you</li> </ul>	Yes  East Midlands Councils

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 18 July 2023 5:30pm Rescheduled Date: Thursday 16 November	Council Chamber	Advisory for Planning Committee Members and substitute Members.	<b>CANCELLED</b> <u>Planning Masterclass</u> Subject : Planning Enforcement. Cancellation reason: Low member attendance	No
Thursday 20 July 2023 5:30pm	Council Chamber	<b>This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups</b>	<u>Scrutiny: Questioning Skills</u> <ul style="list-style-type: none"> <li>• Core questioning and listening skills</li> <li>• Developing a questioning strategy</li> </ul>	Yes Centre for Governance & Scrutiny (CfGS) Lisa Smart

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 31 July 2023  1:00 – 2:00pm	Virtual	Optional	<p><u>Cyber Security – Stay safe online!</u></p> <ul style="list-style-type: none"> <li>East Midlands Councils, working collaboratively with the East Midlands Special Operations Unit (EMSOU), is hosting a free webinar for Councillors on cyber security.</li> <li>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.</li> </ul>	<p>East Midlands Councils and EMSOU</p> <p>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.</p>
Tuesday 5 September 2023  5:30pm	Council Chamber	<b>This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups</b>	<p><u>Scrutiny Training: Work Programming</u></p> <ul style="list-style-type: none"> <li>Purpose of work programmes</li> <li>Importance of openness and collaboration</li> <li>Different scrutiny techniques to build agility and capacity</li> </ul>	<p>Yes</p> <p>Centre for Governance &amp; Scrutiny (CfGS)</p> <p>Dave Burn</p>

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 14 September 2023 2.00-3.30pm	Virtual	Advisory for newly elected Members.	<u>Finance without numbers – An introduction to local government finance</u> <ul style="list-style-type: none"> <li>• Members' role in finance</li> <li>• How finance decisions are made</li> <li>• Some key financial issues and terminology</li> </ul>	Yes  East Midlands Councils
Tuesday 19 September 2023 5:30pm	Council Chamber	Advisory for Planning Committee Members and substitute Members.	<u>Planning Masterclass: Housing Land</u> <ul style="list-style-type: none"> <li>• Supply Background of the national government requirement for housing land supply and decision making</li> <li>• Past housing supply within the district and influences on delivery rates</li> <li>• Current position of housing land supply</li> <li>• Approach to future housing delivery</li> </ul>	No
Wednesday 27 September 2023 4.30-6.30pm <b>Rescheduled Date:</b> <b>Spring 2024</b>	New Lubbethorpe  (Transport Provided)	Optional	<p><b>CANCELLED</b> <u>New Lubbethorpe Tour</u></p> <p>This is a walking tour of Lubbethorpe</p> <p>Cancellation reason: Bad weather forecast</p>	No



Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 3 October 2023 5:30pm	Brooks Room	Optional	<u>Introduction to Communications &amp; Social Media</u> <ul style="list-style-type: none"> <li>• Introduction of the service and what we do</li> <li>• Do's and don'ts of social media</li> </ul>	No
Thursday 12 October 5:30pm	<b>Hybrid</b> Brooks Room or Microsoft Teams	Optional	<u>Climate Change Masterclass</u> <ul style="list-style-type: none"> <li>• What have we achieved and our plans moving forward</li> <li>• Introduction to the Climate Change Action Plan and Climate Change Strategy</li> </ul>	No
Wednesday 18 October 2023 5:30pm	<b>Hybrid</b> Brooks Room or Microsoft Teams	Advisory	<u>Domestic Abuse Awareness</u> An opportunity for Members to learn about the Domestic Abuse and the team who support service users.	No
Monday 23 October 2023 5:30pm	Council Chamber	Advisory	<u>Finance and Welfare Training</u> <ul style="list-style-type: none"> <li>• How local Authority accounting works</li> <li>• Council Tax &amp; Benefits overview</li> </ul>	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
<p>Wednesday 25 October 2023</p> <p>5:30pm</p> <p>Rescheduled Date: Monday 18 December 2023</p>	Council Chamber	Optional	<p><b>CANCELLED</b> <u>Affordable Housing</u></p> <ul style="list-style-type: none"> <li>• Housing Demand</li> <li>• Homelessness Update</li> <li>• Affordable housing Update</li> </ul> <p>Cancellation reason: Extraordinary Council meeting required.</p>	No
<p>Thursday 2 November 2023</p> <p>5:30pm</p> <p>Rescheduled Date: TBC</p>	Council Chamber	Mandatory for Planning Committee Members	<p><b>CANCELLED</b> <u>Planning Masterclass</u></p> <p>Subject : TBC</p> <p>Cancellation reason: Low member attendance</p>	No
<p>Wednesday 1 November 2023</p> <p>5:30pm</p>	<p><b>Hybrid</b></p> <p>Brooks Room or Microsoft Teams</p>	Advisory	<p><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>	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 9 <sup>th</sup> November 2023 5:00pm	Council Chamber	Advisory	<u>Equalities, Diversity and Inclusion</u>	Yes  Nelsons Training
Tuesday 14 <sup>th</sup> November 2023 5:30pm	Hybrid  Brooks Room or Microsoft Teams	Advisory for New Members	<u>New Members - 6 month catch up</u>	N/A
Thursday 16 November 2023 5:30pm	Council Chamber	Advisory for Planning Committee Members and substitute members	<b>RESCHEDULED</b>  <u>Planning Masterclass : Planning Enforcement</u> <ul style="list-style-type: none"> <li>• What is Planning Enforcement (General Overview)</li> <li>• What we can do, what we can't do (Outline of Powers etc)</li> <li>• Development monitoring</li> <li>• Brief Stats/IPlan/Enforcement Policy Refresh</li> <li>• Interesting Cases</li> </ul>	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 4 December 2023  5:30pm  <b>Rescheduled</b> <b>Date:</b> TBC	Council Chamber	Advisory for Planning Committee Members and substitute members	<b>CANCELLED</b> <u>Planning Masterclass: Subject TBC</u>  Cancellation reason: Low member attendance  Parks & Open spaces Task and Finish Group to be held on this date. This group is required to take place before Council meeting on Tuesday 30 January 2024	No
Thursday 7 December 2023  5:30pm	Council Chamber	Optional	<b>NEW</b> <u>Cyber Security Escape Room</u>  The escape room covers important topics such as:- <ul style="list-style-type: none"><li>▪ Phishing</li><li>▪ Data leakage</li><li>▪ Creating strong passwords</li></ul>	Yes  The Policy Cyber Crime Unit
Monday 18 December 2023  5:30pm	<b>Hybrid</b>  Brooks Room or Microsoft Teams	Optional	<b>RESCHEDULED</b>  <u>Affordable Housing</u>  <ul style="list-style-type: none"><li>• Housing Demand</li><li>• Homelessness Update</li><li>• Affordable housing Update</li></ul>	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 15 February 2024 5:30pm	Council Chamber	<b>Mandatory</b>	<u>Code of Conduct</u> <ul style="list-style-type: none"> <li>• Understanding members roles and responsibilities</li> <li>• The purpose of the code, the principles the code is based on and when the code applies.</li> </ul>	No

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Online Modules		
Mandatory, Optional or Advisory	Training Module:	Number of Members that have completed the Module
<b>Mandatory</b>	Safeguarding (Bronze Level) Children, Young People & Adults	<b>2</b>
<b>Mandatory</b>	GDPR and Data Protection	<b>8</b>
Optional	Induction for New Starters	<b>1</b>
Optional	Councillor Scrutiny	<b>2</b>
Optional	Dementia Awareness	<b>1</b>
Optional	Business Math	<b>1</b>
Optional	Coaching	<b>0</b>
Optional	Cyber Security – Keeping Safe online	<b>0</b>
Optional	Dementia Awareness	<b>0</b>
Optional	Emergency Planning	<b>0</b>
Optional	Healthy Lifestyles	<b>0</b>
Optional	Influencing, Assertiveness and Negotiation	<b>0</b>
Optional	Interview Skills	<b>0</b>

Optional	Introduction to health & Safety	0
Optional	Introduction to Mindfulness and Meditation	0
Optional	Keeping Safe Online	0
Optional	Managing your priorities	0
Optional	Mental Health Awareness	0
Optional	Personal Resilience	0
Optional	Prevent	0
Optional	Risk Management	0
Optional	Treating People Fairly	0

Instructions and Login details emailed to all Members on 04/08/2023

- 2 Members have completed both mandatory modules
- 6 Members have completed GDPR and Data Protection only
- 0 Member has completed Safeguarding (Bronze Level) Children, Young People & Adults only

Since the last Member Development Steering Group a further 6 Members have completed the Mandatory Module of GDPR and Data Protection.

Data Collected on 23/11//2023



**Members Seminars & Short Training**  
**Budget Update for 2023/24**  
**As at 22/11/2023**

1006 DJD	7,000.00
Annual Budget =	<b>7,000.00</b>

Expenditure	Supplier	Ref	Payment Made / Order Raised Date	Actual £	Commitment s £	Accruals £	Cumulativ e Total £	Budget Remaining £
LGA DCN Annual Conference 2023 - M Wright	LOCAL GOVERNMENT ASSOCIATION	PA00886	12-Apr-23	555.90			555.90	6,444.10
LGA DCN Annual Conference 2023 - T Richardson	LOCAL GOVERNMENT ASSOCIATION	PA00886	12-Apr-23	555.90			1,111.80	5,888.20
The Role of Civic Head Training	NOTTINGHAM CITY COUNCIL	PA00888	01-Jun-23	175.00			1,286.80	5,713.20
Chairing Skills	EAST MIDLANDS COUNCILS	DS01105	28-Jun-23	225.00			1,511.80	5,488.20
Member Induction Training Sessions	CENTRE FOR GOVERNANCE & SCRUTINY	RO48757			4,356.00		5,867.80	1,132.20
Consensing Training	DAVID LUCAS	R048757		500.00			6,367.80	632.20
Leadership Academy	LGA	DS01124	31-Oct-23		1,000.00		7,367.80	(367.80)
<b>Totals</b>				<b>2,011.80</b> (2,011.80)	<b>5,356.00</b> (5,356.00)	<b>0.00</b> 0.00	<b>7,367.80</b> 0.00	<b>(367.80)</b> 0.00

An increase in budget of £1000 has been requested to cover the additional costs associated with Leadership Academy, a further £1000 will also be added to cover Planning Committee training requirements.

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