

## Member Development Steering Group

**Tuesday, 23 July 2024**

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

### Membership:

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

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

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

Cllr. Bob Waterton  
Cllr. Jane Wolfe

## AGENDA

1. Apologies for Absence
2. Notes of Last Meeting (Pages 3 - 8)
3. Welcome to new Members of the Steering Group
4. Feedback from the New Members 12 Month Catch-up (Pages 9 - 16)  
  
For Members to consider the feedback from the New Members 12 month catch-up meeting.
5. Progress Update on Councillor Development Reviews (CDR's) (Pages 17 - 22)  
  
For Members to consider a progress update on the Councillor Development Reviews (CDR's) and the draft 2024/25 training programme (enclosed).
6. Audit Report - Member Development (Pages 23 - 26)  
  
For Members to consider the key findings from the internal audit for the period April 2023 to January 2024.
7. Update on the By-Election Member Induction Programme (Pages 27 - 34)
8. Member Development Programme & ILearn Update (Pages 35 - 58)  
  
For Members to consider the current Member Induction Programme and provide feedback on the courses delivered and proposed future content (enclosed).
9. Budget Update (Pages 59 - 60)
10. Evaluation of Recent Courses (Pages 61 - 82)  
  
Members are asked to consider the recent evaluation feedback, including the Value for Money and Return on Investment (enclosed).

11. Items for Next Agenda

12. Date of Next Meeting

- Tuesday 10 September 2024

## **MEMBER DEVELOPMENT STEERING GROUP**

Minutes of a meeting held at the Council Offices, Narborough

**TUESDAY, 5 DECEMBER 2023**

### **Present:-**

Cllr. Adrian Clifford (Chairman)

Cllr. Matt Tomeo  
Cllr. Nick Brown

Cllr. Luke Cousin  
Cllr. Bob Waterton

Cllr. Jane Wolfe

### **Officers present:-**

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

### **Apologies:-**

Cllr. Royston Bayliss, Cllr. Susan Findlay and Cllr. Dillan Shikotra

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

The minutes of the meeting held on 26 October 2023, as circulated, were approved as a correct record.

## **2. DRAFT BY-ELECTION MEMBER INDUCTION PROGRAMME**

The Senior Democratic & Scrutiny Services Officer (SDSSO) briefed Members on the draft By-Election Induction Programme that was designed for the new Glen Parva Ward Member who would be joining the Council following the by-election on 21 December 2023.

The SDSSO suggested that the new Member complete the two mandatory induction sessions in early January before joining other Members in the current Member Development Programme.

The SDSSO explained that Democratic Services would liaise with officers to re-run previous training sessions on a one to one basis with the new Member. The SDSSO invited Members comments on the Draft By-Election Induction Programme.

Members discussed the varying levels of knowledge that the new Member may have (e.g. in terms of their IT literacy or their familiarity with local government roles and processes) and suggested that training be tailored towards the new Member's specific learning and development needs.

Cllr. Luke Cousin suggested that when previous training sessions are re-run for the new Member, they be opened to other Members that were previously unable to attend due to other commitments. Cllr. Cousin provided the example of the Equalities, Diversity & Inclusion (EDI) training, a Mandatory training session that was missed by several Members.

### **3. FEEDBACK FROM THE NEW MEMBER'S 6 MONTH CATCH-UP**

The Chair, Cllr. Adrian Clifford informed Members that the 6 month feedback document had been circulated and asked that Members take a few minutes to read the document. Cllr. Clifford gave a brief overview of the New Members 6 Month Catch-up which took place on 14 November 2023.

The SDSSO updated Members on the key themes arising from the 6 Month Catch-up:

#### **1. Meet the Services**

New Members felt that the Meet the Services event worked well and asked that the event be run again in the future. The SDSSO informed Members that the event would be run again at the end of Year 2/3.

#### **2. Work/life balance**

Members are generally adjusting to the work/life balance of the role. The SDSSO explained that this would be picked up as a question in the New Members 12 month Catch-up to see whether Members feel that their work/balance has improved.

#### **3. Hybrid and recorded training sessions**

Members would like to see more hybrid and pre-recorded sessions to watch in their own time. The SDSSO explained that this would be picked up as a question in the 12 month Catch-up to see whether Members think this has improved.

#### **4. Re-allocation of buddies**

The SDSSO summarised New Members feedback on the Buddy system and explained that the Executive Director and Business, Partnership & Health Improvement Group Manager's buddies would be re-allocated to the Democratic Services team. Members suggested that all Officer Buddy's should be encouraged to meet with their Members.

Members responded to comments made about:

- Planning Committee
- The relationship between Members and Officers
- Members role at Committee meetings

Members discussed the current training needs of Planning Committee Members and agreed that further Planning Training be addressed as a priority. The SDSSO informed Members that Democratic Services had liaised with the Planning team and that the Planning Advisory Service was contacted

regarding the current training gap. The SDSSO advised Members that the comments from the 6 Month Feedback would be raised with Planning Officers.

Cllr. Bob Waterton, a Member of Planning Committee, added that a glossary of Planning terms and Core Strategies (CS) would aid Members in their ability to make more robust decisions.

Members discussed the value of the 6 Month Feedback document in providing useful comments and pointers, and agreed that this document would set the agenda for the Member Development Steering Group going forward. Members acknowledged the steep learning curve experienced by new Members during the first 6 months and assured new Members that they would come to better understand their role and its limitations over time. The SDSSO highlighted the importance of receiving Member feedback at the 6 month mark and reviewing it after a year to measure what has changed.

Members discussed different methods of presenting the 6 month feedback and proposed that the information be broken down further so that it could be disseminated more easily.

#### **4. PREPARATION OF COUNCILLOR DEVELOPMENT REVIEWS (CDR'S)**

The SDSSO gave an update on the Councillor Development Reviews (CDR's) and advised Members that notifications would be sent to Group Whips at the beginning of February 2024. The SDSSO reminded Members that the Democratic Services team could offer assistance, should it be required, e.g. making room bookings, sending invitations, printing or sitting in on the meetings.

Members requested that a deadline be provided for the CDR's to be completed. The SDSSO noted this request and advised Members that a deadline would be circulated.

## **5. MEMBER DEVELOPMENT PROGRAMME & ILEARN UPDATE**

The Democratic & Scrutiny Services Officer (DSSO) provided an update on the current Member Induction Programme and reminded Members of upcoming training dates.

The Democratic & Scrutiny Services Officer provided an update on completion rates of online learning and advised that since the last MDSG a further 6 Members have completed the mandatory module of GDPR and Data protection making this a total of 8 members. A total of 2 members have completed the Safeguarding (Bronze Level).

Members requested that their login details for iLearn be sent to Group Whips and re-circulated.

## **6. EVALUATION OF RECENT COURSES**

The Democracy Support Officer (DSO) updated Members on the evaluation feedback from recent courses, which was summarised up to the Planning Enforcement Masterclass that took place on Thursday 16 November 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 now provided up to the New Councillor Workshop on 14 July 2023, however several sessions achieved an Impact rating of 0. The DSO summarised the reasons why Members felt they had not been able to implement the learning from those sessions:

- Members felt that further training was required.
- Members felt that they had not had adequate time/opportunity to put their learning into practice.
- Members had not yet experienced the role specified in the training (e.g. to Chair a meeting).

The DSO asked for Members thoughts on whether a period longer than three months should be given before sending the Implementation Feedback Forms, giving Members more time to implement and apply their learning.

Members discussed the current method of evaluating recent courses and provided suggestions on how the process could be revised and improved. It was agreed that Mentimeter would be piloted as an alternate method of collating feedback at the Code of Conduct training session on Thursday 15 February 2024.

**7. BUDGET UPDATE**

The DSO updated Members on the training budget. The DSO advised Members that £367.50 was left of the training budget but that a further £1,000 would be added to cover the Planning training requirement.

**8. ITEMS FOR NEXT AGENDA**

- Progress update on the Councillor Development Reviews (CDR's)
- Member Development Programme & iLearn Update
- Evaluation of Recent Courses and Update on Mentimeter
- Update on New Member's Induction

**9. DATE OF NEXT MEETING**

- Wednesday 13 March 2024.

**THE MEETING CONCLUDED AT 6.57 P.M.**



## **Summary of the New Member 12 Month catch-up**

### Attendees:

Cllr. Bob Waterton - Apologies  
Cllr. Matt Tomeo – Apologies  
Cllr. Susan Findlay – Apologies  
Cllr. Luke Cousin – In Person  
Cllr. Tony Deakin – In Person  
Cllr. Neil Wright – In Person  
Cllr. Roger Stead – in Person  
Cllr. Royston Bayliss – In Person  
Cllr. Richard Holdridge – In Person  
Cllr. Ande Savage – In Person  
Cllr. Dillan Shikotra – Via MS Teams  
Cllr. Hannah Gill – Via MS Teams  
Cllr. Helen Gambardella – Via MS Teams  
Cllr. Rebecca Lunn – Via MS Teams

**Item 1      Within the last 12 months what have your highlights been?**

- Interacting with and supporting residents. Achieving a resolution for residents and making a difference.
- Having a vision for our wards.
- Having a wider influence to change things for the ward.
- Response to gas leak from officers, agencies etc was impressive, everyone pulled together.
- Have felt the weight and the responsibility of the role, and the pressure associated with knowing that residents voted for me, especially when they've never voted for this particular group before – it makes you want to do a good job, makes you feel humbled.
- Glen Parva By-Election was seamless and efficiently run – thank you to all officers involved.
- Growing and getting more confident in role as Councillor. The best is yet to come as members get more confident in their roles.
- Better understanding of Planning and how it works – the Planning training provided by PAS training (specifically the roleplay aspect) was beneficial.
- Conversations with Planning Developers at Stoney Cove – collaborative approach as District Councillors, County Councillors and officers worked together to achieve desired goal.
- Appeals Committee was run efficiently and worked well for the Members involved (resolution achieved).
- Finding feet in new role since by-election in December, enjoying casework and grassroots support to residents.
- Democratic Services' support has been helpful, enjoyed building relationships.
- Forming a Shadow Cabinet.

**Item 2      What challenges have you faced over the last 12 months?**

**Casework:**

- Members reflected on the steep learning curve for new Councillors and discussed their approaches to managing casework - everyone has their own methods of managing it.
- Difficulty when you cannot achieve a resolution for residents, e.g. planning, flooding defences – members expressed frustration that some matters are out of their hands.
- How to approach Leicestershire County Council (LCC) – can/should there be a better way to work together to resolve issues – how do we put pressure on LCC to act (some members reflected that they had found a method of approaching LCC)

**Work/life balance:**

- Members reflected on the difficulty balancing work and other life commitments with Council meetings, briefings, and training etc. This is particularly difficult for the younger demographic of Councillors who have full time jobs and young families.

- A number of members suggested that more meetings should be held on Microsoft Teams.

#### Training and Development:

- Several members indicated that they feel training sessions are too long.
- One Member expressed frustration that hybrid training is not working in its current format and that better technology is needed than the Meeting Owl. However, members acknowledged the efforts being made by officers to tackle this issue and were happy with the current resolution that training sessions are held either 'in person' or 'virtually', rather than hybrid.

#### Cancelled and rescheduled meetings/training:

- Several members expressed their frustrations with meeting dates being changed/moved. Officers commented that reasons are provided for each cancellation.
- One member requested that calendar reminders be set for the day before a meeting once a meeting invitation is sent from Outlook. Officers responded that members have the flexibility to set their own reminders as they wish.

#### Using ICT applications, such as Outlook:

- One member expressed their difficulty using Outlook and accepting meeting invitations –Democratic Services offered their support to the member.
- Members suggested that basic Outlook training for Members could be added to the members SharePoint site.

#### Other Comments:

- Some members felt that their knowledge, experience and expertise are not being used to the extent that they could.
- One member suggested that more should be done to prepare new Members for what it is like to be a Councillor, as several new members did not realise how much attendance is required. Members commented on the importance of attending the Prospective Councillor Events to gain a better understanding of the role of Elected Member.

Item 3      **Members Buddy's**

12 months on did you find having a buddy beneficial?

Members commented that the initial introduction provided by their buddies were useful, particularly the tour of the Council Offices. However, as members have learned and developed over the past year, they suggested that having a buddy was no longer required. Members commented that they felt reassured by the ongoing support provided by Democratic Services.

Several members commented on the seniority of their buddies, suggesting that having senior officers as buddies could make them difficult to contact and less approachable with minor queries.

Would you recommend having a buddy to New Members?

Several Members recommended the buddy system for new members for the first year and suggested that Democratic Services would continue to provide the necessary support and assistance thereafter.

#### Item 4     **Induction Programme**

##### Highlights:

- The Planning Enforcement training was great – interactive.
- The Fraud training (facilitated by an outside agency) – held with officers and members together was very entertaining.
- The Housing training was great.
- The Bio-Diversity training was enjoyable.
- The Local Nature Recovery Briefings were informative.
- The Planning Committee roleplay training provided by the Planning Advisory Service (PAS) training was particularly useful and informative, though some members wished it was delivered sooner.
- Leadership Academy (provided by LGA) was good.

##### More information needed on:

- How the council works, for example how are the Cabinet, Leader, Chair of the Council etc appointed.
- Role/expectations of opposition.
- How to be an effective opposition.
- Keep Members informed on large/contentious applications so that members are aware of what is coming up and can prepare by reading the associated policies/documents.
- More information needed on the Council's Strategic Policies and Plans – this needs to be delivered earlier in the induction programme.

##### Gaps in learning and suggestions for induction/training programme:

- Several members suggested that the induction programme could be more engaging and interactive, with a focus on workshop style training sessions as opposed to slide reading.
- Some members requested that training sessions be pre-recorded and circulated for members to watch in their own time (and made accessible on SharePoint). This would make training more accessible as it could be watched at leisure (repeated and paused when necessary). A transcription could also be made available for those members who prefer to read.
- The Resilience Partnership briefing was poor – may need future training here.
- Licensing training was very poorly delivered, and it was tough to stay engaged- though members acknowledged that this may be the topic itself.
- LG Inform is very useful and members would benefit from training on how to use it effectively.
- Several members advised that more training was needed prior to the Scrutiny Budget process in January, as member's felt they lacked expertise and understanding during the 2024 Budget Scrutiny. Members acknowledged that it was a steep learning curve and that they would become more confident with time. They suggested that training in the style of the PAS role play would be particularly useful. One member suggested that

training could be provided at an earlier date to give members an earlier sight of financial scrutiny and making the January meetings less overwhelming. Officers informed members of the Finance and Welfare training which took place on Monday 23 October 2023 and received positive feedback from all 11 attendees.

- One Member commented that the Finance Scrutiny session (provided virtually by the LGA) was particularly useful in preparing members for budget scrutiny and suggested that other members would benefit from attending.
- Training needs to be more evenly spread across the calendar.

Have you been able to complete the mandatory modules on iLearn?

- Members generally were able to complete the mandatory modules on iLearn, and several commented that they enjoyed completing some additional optional modules too. Several members commented on the difficulty accessing iLearn and requested that the login details be recirculated. One Member suggested that the link to iLearn could be added to the members SharePoint site to make it more accessible, or that instructions could be provided to members on how to add iLearn to their favourites bar. Another member commented that they do Safeguarding in their own job so do not see the need to do the BDC Training.

**Item 5      Members SharePoint Site**

Members provided generally positive feedback on the SharePoint Site, though several members reflected that they do not use SharePoint frequently and suggested that Democratic Services should perhaps signpost members to the site more often, e.g. by sending SharePoint links via email to encourage members to use the site.

Members offered some feedback and tips to make the SharePoint site more user friendly:

- The Register of Members Interests forms could be added to the SharePoint site.
- The sizing of tiles could be changed; the 3 largest tiles could be replaced with more useful links/information.
- A 'Did you know' bar could be added across the top of the site, with useful bits of information for Members.
- The date of the next Full Council meeting could be added to the site, so that it is prominent and visible to all site users.
- The Schedule of Meetings, approved at Annual Council, could be added to the SharePoint site.
- A link to the Code of Conduct could be added to the SharePoint site.

**Item 6      Looking Ahead**

Members final comments are listed below:

- Members asked that more training/briefing session be provided on Microsoft Teams.
- One member suggested that the organisational structure of SLT should be made available to all Members, including each Portfolio and their responsibilities. Officers commented that this information is published at Annual Council and is available for all members to access on the web.
- More support for Planning Committee Members, especially new members.
- Members requested that Budget items be added to the Scrutiny Work Programme at an earlier date, including ranges and pitfalls, for Scrutiny members to have earlier sight and knowledge prior to the Budget meetings next January.
- Looking forward to being a member of Planning Committee – talked about the role briefly and going in with an open mind.
- Members commented that the Weekly Diary is particularly useful.
- One member commented that the Nature Recovery Briefing was really useful and that they will be going to subsequent meetings due to the briefing.
- Members voiced concerns over attendance rates and commented that it is usually the same few Members who turn up to meetings.

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## Councillor Development Reviews

### Analysis of 2024 Councillor Development Reviews (CDR's)

A total of 24 CDR's were completed during 2024, equating to approximately 67% of Members. The breakdown of completion by group can be seen in the table below.

Completion	CON	LIB	LAB	GREEN	Total
No:	17	0	6	1	24
%	47.2	0	16.6	2.7	66.6

**Table 1: CDR Completion by Group**

Members feedback provided during the CDR's identified several training and development needs, which broadly fit within the categories displayed in the table on the next page. There were a number of common themes arising from CDR's which were raised by a number of members irrespective of political group.



**Table 2: Identified Training & Development Needs**

## **Most requested areas for further development**

### **Affordable Housing**

13 out of 24 Members (54%) completing CDR's identified 'Affordable Housing' as an area for further training and development.

#### **Previous training on this topic:**

A training session on Affordable Housing was scheduled for Monday 18 December 2023, covering Affordable Housing Development, Homelessness, Housing Demand and the Housing Register. 13 Members attended.

### **Benefits and Support available to residents**

10 out of 24 Members (42%) completing CDR's identified 'Benefits and Support available to residents' as an area for further training and development.

#### **Previous training on this topic:**

- Finance & Welfare training: Monday 23 October 2023
  - This session included an overview of Council Tax & Benefits. 11 Members attended.
- Vulnerability & Support Awareness training: Wednesday 3 April 2024
  - This session showcased the work of the Community Services team including the Resident Support Service, The Children's Workers Service, the Domestic Abuse Outreach Service and the Community Hub. 12 members attended.

### **Climate Change**

10 out of 24 Members (42%) completing CDR's identified 'Climate Change' as an area for further training and development.

#### **Previous training on this topic:**

A Climate Change Masterclass was provided on Thursday 12 October 2023, covering our achievements so far, our plans moving forward and an introduction to the Climate Change Action Plan and Climate Change Strategy. 17 Members attended this session, and the feedback was positive.

### **Chairing Skills**

8 out of 24 Members (33%) completing CDR's identified 'Chairing skills' as an area for further training and development.

A common theme amongst members identifying this as a training and development need was the desire to have the opportunity to chair a committee or Task & Finish group (62.5%), and those that were already in such positions wished to further enhance the impact and effectiveness of the committee or group they chaired through improved chairing skills (37.5%).

#### **Previous training on this topic:**

Previously, Chairing Skills training was provided for members on 3 July 2023, though this was attended by only 2 Members, 1 of which has identified this as a need in their CDR. This session, hosted by East Midlands Councils, provided participants with tips and techniques associated with being a skilled chair of a virtual, physical or hybrid meeting.

### **Effective Surgeries & Casework**

9 out of 24 Members (38%) completing CDR's identified 'Effective Surgeries & Casework' as an area for further training and development.

#### **Previous training on this topic:**

Training was provided for New Members at the Hitting the Ground Running: New Councillor Workshop, hosted by East Midlands Councils on Friday 14 July 2023.

### **Emergency Planning/Resilience**

12 out of 24 Members (50%) completing CDR's identified 'Emergency Planning/Resilience' as an area for further training and development.

#### **Previous training on this topic:**

Training was provided on the Resilience Partnership on Thursday 21 March 2024, covering resilience arrangements in Leicester, Leicestershire & Rutland and explaining the role of Elected Members before, during and following an incident. 17 members attended this session.

## Draft 2024/25 Member Development Programme

Please find below the Draft 2024/2025 Member Development Programme which accounts for the training and development needs that were identified by Member's in their CDR's.

Date	Location	Mandatory, Optional or Advisory	Training Event	External Training Provider
TBC	TBC	TBC	Affordable Housing	TBC
TBC	TBC	TBC	Emergency Planning/Resilience	TBC
TBC	TBC	TBC	Benefits and Support available to residents	TBC
TBC	TBC	TBC	Climate Change	TBC
TBC	TBC	TBC	Effective Surgeries & Casework	TBC
TBC	TBC	TBC	Chairing Skills	TBC
TBC	TBC	TBC – depending on topic	Planning Masterclasses	TBC

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## Audit Report – Democratic Services

### 1. Recommendations to the Member Development Steering Group

That consideration is given to the key findings and Action Plan below.

### 2. Key findings:

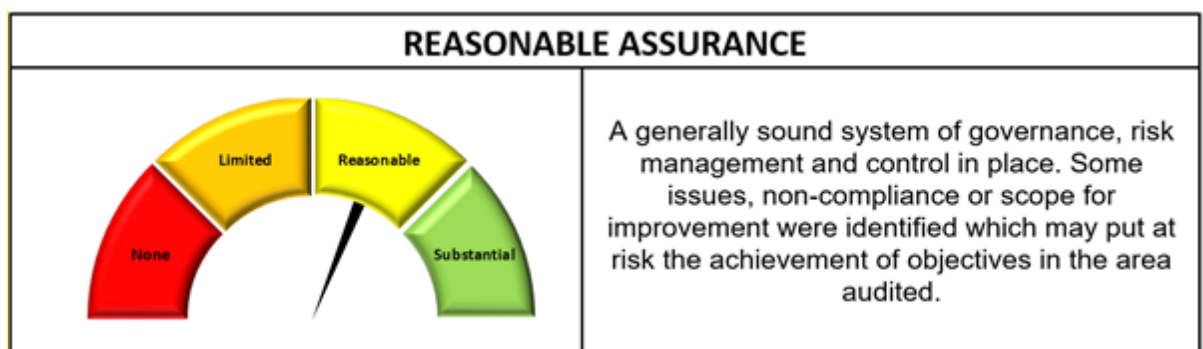
Areas of positive assurance identified during the audit:

1. Key policies and procedures are in place, up to date and available to all relevant staff.
2. Planning training has been completed by all relevant members in accordance with the Planning Code of Good Practice.
3. The Member Development Strategy and Programme was approved as required and is periodically reviewed.
4. Member feedback is sought and acted upon where required.

The main areas identified for improvement are:

- The completion and monitoring of mandatory training

### 3. Assurance



#### 4. Action Plan

Recommendation	Priority	Response/Agreed Action	Officer Responsible	Implementation Date
1. Completion rates for the mandatory training modules continue to be referred to the relevant Leader and reported to the Member Development Steering Group on a regular basis.	High	Agreed	Senior Democratic Services and Scrutiny Officer	31.03.24 and ongoing
2. Consideration is given to alternative methods of delivery for GDPR and Safeguarding training going forward e.g. adding them to a mandatory face-to-face event to improve compliance.	Medium	Agreed	Senior Democratic Services and Scrutiny Officer	31.05.24
3. A revised version of each mandatory iLearn module is provided for every new induction cycle in order to effectively monitor compliance.	Medium	Agreed	Senior Democratic Services and Scrutiny Officer (in conjunction with HR)	30.06.24



## 5. Definitions

Opinion	Definition
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited
Reasonable	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited
Limited	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
No Assurance	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited

### Recommendations Priority

Level	Definition
Critical	Recommendations which are of a very serious nature and could have a critical impact on the Council, for example to address a breach in law or regulation that could result in material fines/consequences.
High	Recommendations which are fundamental to the system and require urgent attention to avoid exposure to significant risks.
Medium	Recommendations which, although not fundamental to the system, provide scope for improvements to be made,
Low	Recommendations concerning issues which are considered to be of a minor nature, but which nevertheless need to be addressed or potential opportunities for management to improve the operational efficiency and/ or effectiveness of the system.

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# **Member Development Programme 2023/24**

Online Modules	
Mandatory, Optional or Advisory	Training Module:
<b>Mandatory</b>	Safeguarding (Bronze Level) Children, Young People & Adults
<b>Mandatory</b>	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

Thursday 1 February 2024  5:30pm	Council Chamber	<b>Mandatory for Planning Committee Members &amp; Substitutes</b>	<u>Planning Advisory Service Planning Training</u> <ul style="list-style-type: none"> <li>• Role of Members on Planning Committee</li> <li>• Role of Officers on Planning Committee</li> <li>• Functions of the Planning Committee</li> <li>• Relationship between Planning Officers &amp; Members</li> <li>• Planning Committee Role Play</li> </ul>	Planning Advisory Service
Monday 5 February 2024  5:30pm	Brooks Room	Advisory for Audit Committee Members	<u>Audit Committee Training</u>	Kerry Beavis
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
Thursday 29 February 2024  5:30pm	County Hall, Glenfield, LE3 8RA or Via MS Teams	Optional	<u>Biodiversity Net Gain</u> <p>The training will focus on the role of Biodiversity Net Gain as part of the planning determination process and will be particularly useful for members that sit on planning committee.</p> <p>The Environment Act 2021 introduced mandatory BNG as a new requirement to be delivered through the planning system. In summary, development will be required to deliver a 10% increase in biodiversity</p>	RSK Wilding

			above the pre-development status of a site and this will be secured through the determination of planning applications. The mandatory requirement for BNG will commence for applications for major development submitted to the Council on and after 12 <sup>th</sup> February 2024 and for minor development from 2 <sup>nd</sup> April 2024.	
Thursday 21 March 2024  5:30pm	Hybrid  Brooks Room or Microsoft Teams	Optional	<u>Resilience Partnership</u> <ul style="list-style-type: none"> <li>• To provide a introduction to Resilience in Leicester, Leicestershire &amp; Rutland.</li> <li>• To define the responsibilities of Local Authorities under the Civil Contingencies Act.</li> <li>• Outline resilience arrangements in Leicester, Leicestershire &amp; Rutland.</li> <li>• Explain the role of Elected Members before, during and following an incident.</li> </ul>	No
Wednesday 3 April 2024	Hybrid  Brooks Room or Microsoft Teams	Optional	<u>Vulnerability &amp; Support Awareness</u> <p>One of the five strategic themes for the new Blaby Plan is <b>Enabling our communities and supporting our vulnerable residents</b>.</p> <p>The session will cover what vulnerability means, the hidden reality of living with poor income, the implications of not supporting our vulnerable residents</p>	No

			<p>and the tools we use to empower the people that we support.</p> <p>The session will also showcase the work of the Community Services team including the Community Hub, the Resident Support Service, The Childrens Workers Service and the Domestic Abuse Outreach Service.</p>	
<p>Tuesday 9 April 2024</p> <p>5:30pm</p>	Council Chamber	Advisory for Audit Committee Members	<p><u>Audit Committee Training</u></p> <ul style="list-style-type: none"> <li>Accounting Policies</li> <li>Annual Audit Plan</li> </ul>	Kerry Beavis
<p>Thursday 23 May 2024</p> <p>5:30pm</p>	Council Chamber	Mandatory for Planning Committee Members & Substitutes	<p><u>Annual Planning Committee Training</u></p> <ul style="list-style-type: none"> <li>Role of the Planning Committee</li> <li>The Code of Conduct</li> <li>Planning legislation and policy</li> <li>The structure of the committee day</li> <li>Making a decision on a planning application</li> </ul>	No
<p>Wednesday 10 July 2024</p> <p>2:00pm</p>	Virtual via Zoom	Optional	<p><u>Personal Safety for Councillors</u></p> <ul style="list-style-type: none"> <li>Principles of personal safety</li> <li>Use of mobiles and technology</li> <li>Personal safety tips</li> </ul>	LGA



Tuesday 23 July 2024  2:00pm	Virtual via Zoom	Optional	<u>Handling online abuse and intimidation for newly- elected Councillors</u> <ul style="list-style-type: none"> <li>• Online harassment &amp; stalking</li> <li>• Trolling, cyber-bulling and threats</li> <li>• Being a responsible digital citizen</li> </ul>	LGA
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# **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>Mandatory</b>	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
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> Please note: Audit & Corporate Governance Committee will take place after Member training.	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> Spring 2024	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	<b>Hybrid</b>  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	<u>RESCHEDULED</u>  <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
Monday 4 December 2023	Council Chamber	Advisory for Planning Committee	<b>CANCELLED</b> <u>Planning Masterclass: Subject TBC</u>  Cancellation reason: Low member attendance	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
5:30pm Rescheduled Date:TBC		Members and substitute members	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	
Thursday 7 December 2023  5:30pm	Council Chamber	Optional	<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	Hybrid  Brooks Room or Microsoft Teams	Optional	<u>RESCHEDULED</u>  <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
Friday 19 January 2024  2.00-3.30pm	Via Zoom	Optional	<u>Introduction to Scrutiny for Councillors</u>  Understanding the role and function of overview and scrutiny is one of the key skills for any councillor. This Government-funded workshop will provide useful	LGA

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
			<p>insight into what scrutiny is and its role within a council. An experienced member peer will share useful information and insight and the session will cover:</p> <ul style="list-style-type: none"> <li>• The scrutiny context</li> <li>• Leadership role</li> <li>• Chairing</li> <li>• Questioning techniques</li> <li>• The critical friend balancing act.</li> </ul>	
Thursday 1 February 2024 5:30pm	Council Chamber	<b>Mandatory for Planning Committee Members &amp; Substitutes</b>	<p><u>Planning Advisory Service Planning Training</u></p> <ul style="list-style-type: none"> <li>• Role of Members on Planning Committee</li> <li>• Role of Officers on Planning Committee</li> <li>• Functions of the Planning Committee</li> <li>• Relationship between Planning Officers &amp; Members</li> <li>• Planning Committee Role Play</li> </ul>	Planning Advisory Service
Monday 5 February 2024 5:30pm	Brooks Room	Advisory for Audit Committee Members	<b>Audit Committee Training</b>	Kerry Beavis

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
Thursday 29 February 2024 5:30pm	County Hall, Glenfield, LE3 8RA or Via MS Teams	Optional	<u>Biodiversity Net Gain</u> <p>The training will focus on the role of Biodiversity Net Gain as part of the planning determination process and will be particularly useful for members that sit on planning committee.</p> <p>The Environment Act 2021 introduced mandatory BNG as a new requirement to be delivered through the planning system. In summary, development will be required to deliver a 10% increase in biodiversity above the pre-development status of a site and this will be secured through the determination of planning applications. The mandatory requirement for BNG will commence for applications for major development submitted to the Council on and after 12<sup>th</sup> February 2024 and for minor development from 2<sup>nd</sup> April 2024.</p>	RSK Wilding

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 21 March 2024  5:30pm	Hybrid  Brooks Room or Microsoft Teams	Optional	<u>Resilience Partnership</u> <ul style="list-style-type: none"> <li>To provide a introduction to Resilience in Leicester, Leicestershire &amp; Rutland.</li> <li>To define the responsibilities of Local Authorities under the Civil Contingencies Act.</li> <li>Outline resilience arrangements in Leicester, Leicestershire &amp; Rutland.</li> <li>Explain the role of Elected Members before, during and following an incident.</li> </ul>	No
Wednesday 3 April 2024	Hybrid  Brooks Room or Microsoft Teams	Optional	<u>Vulnerability &amp; Support Awareness</u> <p>One of the five strategic themes for the new Blaby Plan is <b>Enabling our communities and supporting our vulnerable residents.</b></p> <p>The session will cover what vulnerability means, the hidden reality of living with poor income, the implications of not supporting our vulnerable residents and the tools we use to empower the people that we support.</p>	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
			The session will also showcase the work of the Community Services team including the Community Hub, the Resident Support Service, The Childrens Workers Service and the Domestic Abuse Outreach Service.	
Tuesday 9 April 2024 5:30pm	Council Chamber	Advisory for Audit Committee Members	<u>Audit Committee Training</u> <ul style="list-style-type: none"> <li>Accounting Policies</li> <li>Annual Audit Plan</li> </ul>	Kerry Beavis
Thursday 23 May 2024 5:30pm	Council Chamber	Mandatory for Planning Committee Members & Substitutes	<u>Annual Planning Committee Training</u> <ul style="list-style-type: none"> <li>Role of the Planning Committee</li> <li>The Code of Conduct</li> <li>Planning legislation and policy</li> <li>The structure of the committee day</li> <li>Making a decision on a planning application</li> </ul>	No
Wednesday 10 July 2024 2:00pm	Virtual via Zoom	Optional	<u>Personal Safety for Councillors</u> <ul style="list-style-type: none"> <li>Principles of personal safety</li> <li>Use of mobiles and technology</li> <li>Personal safety tips</li> </ul>	LGA

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 23 July 2024 2:00pm	Virtual via Zoom	Optional	<u>Handling online abuse and intimidation for newly-elected Councillors</u> <ul style="list-style-type: none"> <li>• Online harassment &amp; stalking</li> <li>• Trolling, cyber-bulling and threats</li> <li>• Being a responsible digital citizen</li> </ul>	LGA

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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>3</b>
<b>Mandatory</b>	GDPR and Data Protection	<b>9</b>
Optional	Diversity & Inclusion	<b>2</b>
Optional	Induction for New Starters	<b>1</b>
Optional	Councillor Scrutiny	<b>3</b>
Optional	Dementia Awareness	<b>1</b>
Optional	Business Math	<b>2</b>
Optional	Coaching	<b>0</b>
Optional	Cyber Security – Keeping Safe online	<b>0</b>
Optional	Dementia Awareness	<b>1</b>
Optional	Emergency Planning	<b>0</b>
Optional	Healthy Lifestyles	<b>0</b>
Optional	Influencing, Assertiveness and Negotiation	<b>0</b>

Optional	Interview Skills	0
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	1
Optional	Prevent	0
Optional	Risk Management	0
Optional	Treating People Fairly	0

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

- 3 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 3 Members have completed the Mandatory Module of GDPR and Data Protection.

Data Collected on 31/05/2024

Members Seminars & Short Training  
Budget Update for 2024/25  
As at 30th June 2024 (P3 2024/2025)

1006 DJD  
Annual Budget = 5,500.00  
5,500.00

Expenditure	Supplier	Ref	Payment Made / Order Raised Date	Actual £	Commitment s £	Accruals £	Cumulative Total £	Budget Remaining £
Planning Training Fee	Improvement & Development Agency	273854	25-Apr-24	3,500.00			3,500.00	2,000.00
Cllr Taylor	Training Expenses		25-Apr-24	77.75			3,577.75	1,922.25
LGA Leadership Academy	Local Government Association		08-Feb-24		1,000.00		4,577.75	922.25
							4,577.75	922.25
							4,577.75	922.25
Totals				3,577.75 (3,577.75)	1,000.00 (1,000.00)	0.00 0.00	4,577.75	922.25
							4,577.75	922.25
							4,577.75	922.25
							4,577.75 0.00	922.25 0.00

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## **Summary of Feedback - Induction Programme 2023-24**

### **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 25<sup>th</sup> 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.

#### Chairing Skills for Members 27<sup>th</sup> June 2023

Attendance – 2 Members and both provided feedback. Both rated the session as “excellent” overall and felt that their confidence making decisions and understanding reports was increased as a result. Both respondents felt that the presenter(s) were “excellent” and that the pace and content of the session was helpful.

#### Best bits

Both Members were impressed with the training around intervention techniques as well as the hints and tips around how to draw all committee members to contribute.

#### Lightbulb & HET 5<sup>th</sup> July 2023

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 2023

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.

#### Audit & Corporate Governance Committee Training 13 July 2023

Attendance – 7 Members and 2 provided feedback. 1 Member rated the session as Fair and the other felt that it was "Good." Both Members found that they had more confidence in their ability to make decisions and understand processes and reports.

The session presenters were ranked as Good and both Members felt that the pace and content was helpful. Both Members stated that they would recommend that this session should be included in future induction programmes.

#### Best bits

Both members felt that the question and answer section of the session was beneficial as it helped build a dialogue with the officers, who listened carefully to questions and gave some helpful answers.

#### Bits not so good

Members suggested that future session could include examples of the types of questions that could be posed to elicit information.



### Hitting the Ground Running New Councillor Workshop 14 July 2023

Attendance – 2 Members and 1 provided feedback.

The respondents rated the session “excellent” overall and agreed that they had confidence in their ability to make decisions and understand processes and reports as a result. The presenter(s) were ranked as “excellent” and the respondent felt that the pace and content was helpful.

#### Best bits

Interacting with experienced councillors to gain more insight into the role.

### Scrutiny Questioning Skills 20 July 2023

Attendance – 10 Members and 8 provided feedback.

4 rated the session as “good” and 4 rated it as “excellent”. 7 respondents agreed that they had confidence in their ability to make decisions and understand processes and reports. 1 respondent suggested that this was not the intention of the course and therefore did not agree with the statement.

5 Members ranked the presenter as “excellent” and 4 felt that the presenter was “good.” All respondents felt that the pace and content of the session was helpful.

#### Best bits

Members felt that the quality of the presenter (her knowledge and experience) made the session particularly useful and one Member commented that the presenter’s personal anecdotes were helpful. Members also welcomed the format of the session as they were able to discuss questions in pairs or small groups and feedback their responses to the full group. This made the session feel more engaging and interactive.

All respondents recommended that the session be included in future induction programmes.

### Cyber Security – Staying Safe Online 31 July 2023

Attendance – 3 Members attended the session and 1 provided feedback.

The Member rated the session as “good” and agreed that it had increased their confidence in making decisions. The session presenters were ranked as “excellent” and the Member found the pace and content of the session helpful.

### Best bits

The Member highlighted some key pieces of information that the session provided. Firstly, that the length of a password is better than the complexity in terms of security and secondly, the importance of social media privacy.

### Improvements

The Member suggested that more in-depth analysis of successful scams and why they worked would be beneficial for Members.

The respondent recommended that the session be included in future induction programmes.

### Scrutiny Work Programme 5 September 2023

Attendance – 14 Members. 8 Members provided feedback via the feedback forms and 1 Member provided written feedback by email.

4 rated the session as “excellent” and 4 rated it as “good.” All Members responded that the session gave them more confidence in the subject area.

5 Members ranked the presenter as “excellent” and 3 ranked him as “good.” All respondents felt that the pace and content of the session was helpful.

### Best bits

Responses from 5 Members show that they found the discussion in the second half of the session particularly useful. Members were able to brainstorm and share ideas about the sorts of items that could be included in Blaby’s Scrutiny Work Programme 2023/24. Members discussed potential items in small groups before presenting them to the room and providing their rationale. Members were able to get a better understanding of the BDC Scrutiny process, which was especially useful for new Members with less experience of Scrutiny.

### Finance without Numbers 14 September 2023

Attendance – 3 Members and 1 provided feedback via Microsoft forms.

The respondent felt that the session was “good” and that it had improved their confidence in the subject area. The respondent felt that the session presenters were “excellent” and that the pace and content was helpful. The respondent recommended that this session be included in future induction programmes.

### Housing Land Supply 19 September 2023

Attendance – 19 Members and 17 provided feedback.

6 Members thought the session was “excellent” and the remaining 11 felt that it was “good.”

15 Members responded that the session gave them more confidence in the subject area, while two felt that it did not. Explaining the reason they answered “no”, one Member explained that, as a new Councillor, they still need more training on the planning process, while the other Member stated that his confidence had not improved as he had already been aware of the content covered.

10 Members ranked the presenters as “excellent” and 7 ranked them as “good.”

16 Members said that they felt the pace and content of the session was helpful and 1 Member did not respond to this question.

#### Best bits

Members found the explanation of the need for a 5 year housing land supply extremely useful and welcomed the question and answer session that followed. Members felt that the slides were clear, concise and relevant.

#### Improvements

Members found the ‘conveyer belt’ premise particularly useful but felt that a diagram showing this would have improved the session further.

Cllr. Maggie Wright and Cllr. Richard Holdridge agreed to write a short review of the session.

### Personal Safety for Councillors 27<sup>th</sup> September 2023

Attendance – 3 Members attended the session and 1 Member provided feedback.

The respondent felt that the session was “excellent” and that their confidence in their decision making ability has improved as a result. The sessions presenter/s were ranked as “excellent” and the respondent felt that the session’s pace and content was helpful. The respondent also recommended that this session should be included in future induction programmes.

#### Best bits

Looking at the alternatives to 999 during emergencies.

### Introduction to Communications and Social Media 3<sup>rd</sup> October 2023

Attendance – 7 Members attended the session and 6 provided feedback.

All 6 Members thought the session was “excellent” and that it gave them more confidence in the subject area. The session presenters were also ranked as “excellent” by all respondents. All Members found the pace and content helpful and recommended that the session be included in future Induction Programmes.

#### Best bits

Members found the tips regarding the dos and don'ts particularly useful, especially the advice around handling negative comments on social media and making sure to take a step back.

### Climate Change Masterclass 12 October 2023

Attendance – 17 Members (8 Members attended in person and 9 Members attended virtually via Microsoft Teams). 8 Members provided feedback.

5 Members felt the session was “excellent” and 3 felt that it was “good”. 7 out of the 8 respondents felt that the session increased their confidence making decisions or understanding processes and reports on the subject. The Member that answered ‘no’ explained that the subject area is part of his Portfolio so he is already confident in his ability and understanding. The session presenters were ranked as “excellent” by 5 Members and “Good” by the remaining 3. All respondents felt that the pace and content was helpful.

#### Best bits

Members enjoyed the question and answer session.

#### Improvements

One Member felt that more Member attendance was needed to improve the session. Another Member felt that more discussion around the challenges in achieving our Net Zero aims would have made the session even more helpful.

### Domestic Abuse Awareness 18 October 2023

Attendance – 11 Members attended the session, with 6 Members attending in person and 5 via Microsoft Teams. 4 Members provided feedback.

All 4 Members felt that the session was “excellent” and that their confidence in their decision making ability on this subject has improved as a result. The session presenters were ranked as “excellent” by all respondents. All 4 Members also found the session’s pace and content helpful.

#### Best bits

Members found the use of examples particularly useful. This enabled them to better understand the different levels and forms of Domestic Abuse.

Cllr. Janet Forey agreed to write a short review of the session to be posted on the Members news area on SharePoint.

#### Finance & Welfare Training Monday 23 October 2023

Attendance – 11 Members attended the session and 11 provided feedback.

8 Members felt that the session was “excellent” and 3 felt that it was “good”. 10 Members stated that their confidence in their decision making ability on this subject has improved as a result of the training. 1 Member felt that this was not the case as they had attended many previous training on the subject matter. The session presenter was ranked as “excellent” by 9 respondents, and “good” by 2. All 11 Members found the session’s pace and content helpful.

#### Best bits

Members provided positive feedback on the session. One Member stated that the session gave them a much better understanding of the nature of the council’s budget setting requirements. Members were particularly impressed with the presenter’s ability to deliver the information clearly and the way that the session clearly progressed through the topic.

Cllr. Maggie Wright and Cllr. Les Phillimore agreed to write short reviews of the session to be posted on the Members news area on SharePoint.

#### Bits not so good

Some Members felt that there was a lot to take on board from the session.

#### Anti-Social Behaviour Wednesday 1 November 2023

Attendance – 6 Members attended the session and 6 provided feedback.

4 Members felt that the session was “excellent” and 2 felt that it was “good”. All 6 respondents stated that their confidence in their decision making ability on this subject has improved as a result of the training. 3 Members ranked the session presenter(s) as “excellent” and 3 ranked them as “good.” All 6 respondents found the session’s pace and content helpful.

#### Best bits

Cllr. Les Phillimore agreed to write a short review of the session to be posted on the Members news area on SharePoint.

#### Improvements

One Member felt that the session could have been improved if it was more free-talking and less scripted. However, the Member understood why scripting was necessary.

#### Diversity & Inclusion Training Thursday 9 November 2023

Attendance – 11 Members attended the session and 11 provided feedback.

6 Members felt that the session was “excellent,” 4 felt that it was “good” and 1 found the session to be “fair.” 10 respondents stated that their confidence in their decision-making ability on this subject has improved because of the training. 1 Member felt that this was not the case. The session presenter was ranked “excellent” by 6 Members, “Good” by 4 and “Fair” by 1. 10 out of 11 Members found the pace and content of the session helpful. The remaining Member felt that the session was disjointed and that it was not focussed enough on EDI itself.

#### Best bits

Members particularly enjoyed the use of Mentimeter which allowed them to engage in questions and polls using their mobile phones. Members felt that this made the session much more interactive.

One Members enjoyed the use of real-life examples to draw awareness of the problems encountered with regards to the legislation.

#### Bits not so good

Members felt that too much was covered for a single session and that the session could have been improved by adding more focus to the Equalities Legislation documents.

#### Finance Scrutiny (Virtual Training Session) Monday 13 November 2023

Attendance – 3 Members attended the session and 2 provided feedback via Microsoft Forms.

Both Members felt that the session and the session presenter(s) were “excellent.” Both also felt that the pace and content of the session was helpful and that their confidence in their decision making ability on this subject improved as a result of the training.

#### Best bits

‘The model explaining what should be considered in good financial scrutiny and in particular the concept that it was 25% looking back and 75% looking forward.’

#### Bits not so good

Too much included in a one hour session.

### Planning Masterclass: Enforcement, Thursday 16 November 2023

Attendance – 13 Members attended the session and 6 provided feedback.

All 6 respondents felt that the session was “excellent” and that their understanding of processes and reports improved as a result. The session presenter was ranked “excellent”, and all respondents felt that the pace and content was helpful.

#### Best bits

Members felt that the case studies provided were useful and relevant, and helped Members to understand the areas of Planning Enforcement that the Council acts on and the areas that it does not.

### Cyber Escape Room, Thursday 7 December 2023

Attendance – 7 Members attended the session and 7 provided feedback.

6 respondents felt that the session was “excellent” and 1 found it “good.” The session presenter was ranked “excellent” by 5 Members and “good” by 2. All respondents apart from one felt that the pace and content was helpful.

#### Best bits

Members felt that it was a fun and engaging session which also gave important advice regarding passwords.

### Introduction to Scrutiny, Friday 19 January 2024

Attendance – 7 Members attended the session and 3 provided feedback.

All 3 respondents felt that the session was “good,” that it improved their ability to understand reports and make decisions on the subject and that the pace and content was helpful. The session presenters were ranked “good” by 2 Members and “excellent” by 1.

#### Best bits

Members commented that it is always useful to attend LGA sessions as they provide a different perspective to internal training sessions. Members also enjoyed the examples of good questioning which were provided by a current councillor.

#### Planning Committee Training (Planning Advisory Service), Thursday 1 February 2024

Attendance – 19 Members attended the session and 18 provided feedback (16 paper forms and two via Microsoft Forms).

14 Members felt that the session was “excellent”, 3 that it was “good” and 1 that it was “fair.” 17 Members felt that their understanding of processes and reports improved as a result of the session, while 1 Member did not. The session presenters were ranked as “excellent” by 13 Members and “good” by 5. 16 respondents felt that the pace and content was helpful, while two felt that it was not. All respondents agreed that the session should be included in future induction programmes and 5 Members agreed to write a short review for the Members SharePoint site.

#### Best bits

Members felt that it was a comprehensive and ‘complete’ training session, presented by capable and knowledgeable trainers. Members particularly enjoyed the interactive nature of the committee role play (including the superb acting of the planning officers!) and found the use of a ‘real life’ application to be beneficial. Following the debate and food break, Members also enjoyed the follow-up analysis and feedback to the initial Planning Committee decision. This helped to increase Member’s understanding of how and why decisions can be made.

#### Bits not so good

Some Members felt that the session could have been a little shorter, that the focus on the case study did not leave enough breadth to explore alternative considerations and that non-Committee attendees were overlooked for questions.

#### Improvements



Some Members felt that the session could have been improved by a slightly shorter timeframe. One Member felt that non-committee members could play a greater role and have more involvement in the session. The Member felt that non-committee members should also be informed if their role is just to observe, and that the session be recorded for them to watch later.

One Member suggested a follow-up question and answer session with officers.

#### Audit Committee Training, Monday 5 February 2024

Attendance – 4 Members attended the session, and 3 provided feedback.

2 Members found the session “excellent” and the other Member felt that it was “good”. All 3 Members felt that the presenters were “excellent”, that the pace and content was helpful, and that the session improved their ability to understand reports and make decisions on the subject.

#### Best bits

Members found the open discussion format useful.

#### Code of Conduct Training, Thursday 15 February 2024

Attendance – 14 Members attended the session and 8 provided feedback via Mentimeter.

6 Members found the session “excellent” and 2 found it “good”. The session presenter was ranked as “excellent” by all Members. All respondents found the pace and content helpful and felt that the session helped them to better understand the subject.

#### Best bits

Members enjoyed the interactive nature of the session as well as the use of a range of real scenarios/examples. Members found the explanation around declaring interests particularly useful.

#### Biodiversity Net Gain, Thursday 29 February 2024

Attendance – 7 Members attended the session and 3 provided feedback via Microsoft Forms.

Overall, 2 Members felt that the session as “excellent” and the other respondent felt that it was “fair.” All 3 respondents found the pace and content helpful and agreed

that their confidence and understanding of the subject increased as a result of the session. The session's presenters were ranked as "good" by 2 members and "excellent" by the other.

#### Best bits

Members found the session highly relevant and highly informative.

#### Bits not so good

One Member suggested that perhaps too much material was attempted to be included in the advertised time, which created a bit of time pressure in the second half of the session.

### Resilience Partnership, Thursday 21 March 2024

Attendance – 17 Members attended the session and 9 provided feedback.

4 Members found the session "excellent", 3 found it "good", 1 found it "fair" and 1 found it "poor." All but 2 respondents found the pace and content helpful and felt that the session helped them to better understand the subject. The session presenter was ranked as "excellent" by 4 Members, "good" by 3 and "fair" by 2. All respondents agreed that the session should be included in future induction programmes.

#### Best bits

Members found the PowerPoint slides useful and felt that their questions were answered clearly.

#### Bits not so good

Some Members who joined the meeting virtually via Microsoft Teams were unable to hear the presenter speaking due to audio issues.

### Vulnerability & Support Awareness

Attendance – 12 Members attended the session and 5 provided feedback.

3 Members found the session "excellent" and 2 found it "good". All respondents found the pace and content helpful and felt that the session helped increase their understanding of the subject area. The presenters were ranked as "good" by 2 Members and "excellent" by 3. All respondents agreed that the session should be included in future induction programmes.

### Audit Committee Training, Tuesday 9 April 2024

Attendance – 4 Members attended the session and all 4 provided feedback via Microsoft Forms.

3 Members felt that the session was “good” and 1 that it was “excellent.” All 4 Members found the pace and content helpful and felt that the session helped them to better understand the subject. The session presenters were ranked as “good” by 2 Members and “excellent” by the other 2. 3 out of the 4 respondents agreed that this session should be included in future induction programmes.

#### Best bits

Members felt that key policies were explained clearly and welcomed the opportunity to ask questions throughout.

#### Bits not so good

One Member found it difficult to hear the session without the microphones.

### **Summary of Feedback - Induction Programme 2024-25**

### Annual Planning Committee Training, Thursday 23 May 2024

Attendance – 15 Members attended and 6 provided feedback (3 paper forms and 3 via Microsoft Forms).

4 Members found the session “excellent” and 3 felt that it was “good.” 5 out of the 6 respondents felt that the session improved their ability to make decisions or understand processes and reports on the subject. The session presenters were ranked as “excellent” by 4 Members and “good” by 2. All respondents agreed that the session should be included in future induction programmes.

#### Best bits

Members complimented the knowledge of the Planning Officers and commended their ability to explain complicated material in layman’s terms. One Member commented that it was ‘probably the best training session on this particular training area to date’ and another indicated that the session was very informative as a new member of Planning Committee. Members particularly enjoyed the chance to ask questions at the end of the session.

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## Value for Money and Return on Investment – Member Development

The factors that we will use to determine Value for Money

Factor	Measure	Score
<b>Cost</b> - 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
<b>Relevance</b>  Obtained from the Blaby Plan, CDR'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' CDR  Essential Learning for specific role	1  1  1
<b>Quality</b> 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
<b>Applying the Learning</b> 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
<b>Impact</b>  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	6
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)	Rating to date (0-20)
16/05/2023	IT & Dem Services Support Session	5	N/A	2	3	N/A	10
25/05/2023	Annual Planning Committee Training	5	2	3	3	6 (1 response)	19
07/06/2023	Growth and Development Awareness	5	2	3	1	3 (2 responses)	14
14/06/2023	The Essentials of Effective Strategic Scrutiny	3 (£77.80 per head)	2	3	3	0 (1 response)	11
27/06/2023	Licensing Committee Training	5 (£38.41 per head)	2	1	2	0 (3 responses)	10
03/07/2023	Chairing Skills	2 (£112.50 per head)	2	3	3	0 (1 response)	10
05/07/2023	Lightbulb & Housing Enablement	5	2	3	3	6 (5 responses)	19
12/07/2023	Handling Online Abuse	5	2	3	3	0 (0 response)	13
13/07/2023	Audit & Corporate Governance Training	5	2	3	3	0 (1 response)	13

## Value for Money and Return on Investment – Member Development

Date	Training Session	Factor					Rating to date (0-20)
		Cost (1-5)	Relevance * (0-3)	Quality (0-3)	Applying learning (0-3)	Impact (0-6)	
14/07/2023	Hitting the Ground Running New Councillor Workshop	5	1	3	3	6 (1 response)	18
20/07/2023	Scrutiny: Questioning Skills	2 (£108.90 per head)	2	3	3	0 (0 response)	10
31/07/2023	Cyber Security	5	2	3	3	0 (0 response)	13
05/09/2023	Scrutiny Training: Work Programming	3 (£77.80 per head)	2	3	3	6 (1 response)	17
14/09/2023	Finance Without Numbers	5	2	3	3	0 (1 response)	13
19/09/2023	Planning Masterclass: Housing Land Supply	5	2	3	3	6 (1 response)	19
27/09/2023	Personal Safety for Councillors	5	2	3	3	0 (0 response)	13
03/10/2023	Introduction to Communications & Social Media	5	2	3	3	0 (0 response)	13
12/10/2023	Climate Change Masterclass	5	2	3	3	6 (1 response)	19
18/10/2023	Domestic Abuse Awareness	5	2	3	3	0 (0 response)	13
23/10/2023	Finance & Welfare	5	2	3	3	0 (0 response)	13



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)	Rating to date (0-20)
01/11/2023	Anti-Social Behaviour	5	2	3	3	6 (1 response)	19
09/11/2023	Diversity & Inclusion	5	2	3	3	6 (2 responses)	13
13/11/2023	Finance Scrutiny	5	2	3	3	6 (1 response)	19
16/11/2023	Planning Enforcement	5	2	3	3	Not yet measured	13
07/12/2023	Cyber Escape Room	5	2	3	3	Not yet measured	13
08/12/2023	Affordable Housing	5	2	N/A**	N/A**	Not yet measured	7
19/01/2024	Introduction to Scrutiny	5	2	3	3	Not yet measured	13
01/02/2024	PAS Training	0 (£184.21 per head)	2	3	3	Not yet measured	8
05/02/2024	Audit Committee Training	5	2	3	3	Not yet measured	13
15/02/2024	Code of Conduct Training	5	2	3	3	Not yet measured	13
29/02/2024	Biodiversity Net Gain	5	2	2	3	Not yet measured	12
21/03/2024	Resilience Partnership	5	2	3	3	Not yet measured	13
03/04/2024	Vulnerability & Support Awareness	5	2	3	3	Not yet measured	13

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)	Rating to date (0-20)
09/04/24	Audit Committee Training	5	2	3	3	Not yet measured	13
23/05/24	Annual Planning Committee Training	5	2	3	3	Not yet measured	13

### Summary:

Value for Money (VfM) is considered to have been achieved when a training event receives a final rating score of **12+**.

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

\*The 'Relevance' cannot be fully measured at this time because the training has taken place prior to the analysis of Member's CDR's (Councillor Development Reviews). As such, the rating of 2 is currently the highest possible score in the Relevance category.

\*\* The 'Quality and Applying Learning' score could not be measured for the Affordable Housing session on 18 December as no feedback forms were received.