

Member Development Programme for New and Returning Members 2023/24

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

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

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

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 19 June 11:00am Zoom	Optional	<u>Rural Policy and Implications for rural communities</u> <ul style="list-style-type: none"> Information about the Rural Services Network and our services An overview of the key challenges facing rural communities and rural policy Our Policy Asks of Government in these key policy areas 	Rural Services Network
Tuesday 20 June 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 10.00am-3.30pm Devonshire Place, 78 London Road, Leicester, LE2 0RA	Optional	<u>Planning Reform</u> <ul style="list-style-type: none"> Planning Reform – Background & Context Levelling up & Regeneration Bill The Infrastructure Levy Impact on Devolution and the Levelling up agenda 	Yes East Midlands Councils

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

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

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

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

Date	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 5 September 5:30pm Council Chamber	This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups	<u>Scrutiny Training: Work Programming</u> <ul style="list-style-type: none"> • Purpose of work programmes • Importance of openness and collaboration • Different scrutiny techniques to build agility and capacity 	Yes Centre for Governance & Scrutiny (CfGS) Dave Burn
Thursday 14 September 2.00-3.30pm Virtual	Advisory for newly elected Members.	NEW <u>Finance without numbers – An introduction to local government finance</u> <ul style="list-style-type: none"> • Members' role in finance • How finance decisions are made • Some key financial issues and terminology 	Yes East Midlands Councils
Tuesday 19 September 5:30pm Council Chamber	Advisory for Planning Committee Members and substitute Members.	<u>Planning Masterclass</u> Subject : To be confirmed	No
Tuesday 3 October 5:30pm Brooks Room	Optional	<u>Introduction to Communications & Social Media</u> <ul style="list-style-type: none"> • Introduction of the service and what we do • Do's and don'ts of social media 	No

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

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