

# **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

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<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



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			<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