

# **Member Development Programme 2025/2026**

2025				
Date and Time	Location	Mandatory, Optional or Advisory	Training Event:	Training Provider
Thursday 16 January 2025  2;30-3:40pm	Virtual Event (MS Teams)	Optional	<p><u>Personal Safety for Councillors</u></p> <p>This session will cover the following:</p> <ul style="list-style-type: none"> <li>• Practical advice and guidance</li> <li>• It will reference surgeries, canvassing, home visits and managing unexpected doorstep visitors</li> </ul>	Local Government Association
Saturday 18 January – Sunday 19 January 2025  Programme starts at 9.30 on first day and finishes at 3.00pm on second day.	Warwick Conferences, Coventry  CV4 7SH	Audit & Corporate Governance Committee Chairman and Vice-Chairman only.	<p><u>Audit Committee: Leadership Essentials</u></p> <p>This programme will discuss how Audit Committees can be most effective. Drawing on the insights of regulators and practitioners it will provide space for participants to reflect on the way their Committee functions and how it can gain maximum assurance that the council's governance arrangements are fit for purpose.</p>	Local Government Association
Wednesday 26 February 2025  5:00pm - 7:30pm	Virtual Event (Microsoft Teams)	Optional  (Advisory to Scrutiny)	<p><u>Data and managing council performance – training for councillors</u></p> <p>The session will cover the following topics:</p> <ul style="list-style-type: none"> <li>• what is data?</li> </ul>	Local Government Association

		Commission and iPlan Members)	<ul style="list-style-type: none"> <li>• common ways in which data is analysed and presented</li> <li>• key questions to ask of our data</li> <li>• performance management – measuring what matters.</li> </ul> <p><u>Why attend?</u></p> <p>Good use of data within councils is crucial to informing decision-making and monitoring performance. This session will help you to:</p> <ul style="list-style-type: none"> <li>• understand data</li> <li>• interpret performance reports</li> <li>• ask the right questions</li> <li>• use data to make informed decisions.</li> </ul>	
Monday 10 March 2025  5:30pm	Virtual Via MS Teams  Please note: This session is going to be recorded.	Optional	<p><u>Council Tax &amp; Benefits Member Training</u></p> <ul style="list-style-type: none"> <li>• Council Tax Support</li> <li>• Benefits Overview</li> <li>• Qualifying Criteria &amp; how to make a claim</li> </ul>	BDC Officers

<p>Wednesday 19 March 2025</p> <p>5:30pm</p>	<p>Virtual Session (MS Teams)</p>	<p>Advisory</p>	<p><u>Officer &amp; Member Training Session</u></p> <p>Purpose of this session is to understand and explore the importance of excellent working relationships between councillors and officers in an effective local authority. The session will cover the following:</p> <ul style="list-style-type: none"> <li>• The central importance of the relationship between members and officers in an effective council</li> <li>• The respective roles of members and officers</li> <li>• What happens when this goes wrong in a council</li> <li>• Relevant codes and protocols including local codes and member/officer protocols</li> <li>• Areas of potential risk/friction and how to avoid/mitigate these</li> <li>• Mini scenarios – to put it all into practice!</li> </ul>	<p>BDC Officers &amp; External</p>
<p>Thursday 22 May 2025</p> <p>5:30pm</p>	<p>Council Chamber</p>	<p>Mandatory for Planning Committee Members &amp; Substitute Members</p>	<p><u>Annual Planning Committee Training</u></p> <p>The session will cover the following topics:</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>	<p>BDC Officers</p>

<p><b>*CANCELLED</b></p> <p><b>TO BE</b></p> <p><b>RESCHEDULED</b></p> <p>Thursday 19 June 2025</p> <p>5:30pm</p>	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<p><u>Planning Committee Masterclass</u></p> <p>Topic TBC</p>	BDC Officers
<p>Tuesday 1 July 2025</p> <p>5:30pm</p>	Council Chamber	Advisory for Licensing & Regulatory Committee Members	<p><u>Licensing &amp; Regulatory Member Training Session</u></p> <p><u>This session will cover:</u></p> <ul style="list-style-type: none"> <li>• Introduction to the Team</li> <li>• Overview of the Licensing Department</li> <li>• Current Enforcement Action</li> <li>• Taxi Licensing</li> </ul>	BDC Officers

<p>Saturday, 13 September – Sunday, 14 September 2025</p>	<p>Warwick Conferences, Coventry CV4 7SH</p>	<p>Advisory for the Leader of the Council and Finance Portfolio Holder</p>	<p><u>Leadership Essentials: Finance for Leaders and Finance Portfolio Holders</u></p> <p>This two-day programme will help leaders and finance portfolio holders get to grips with the financial challenges facing their authority. Informed by experienced local government finance practitioners, we will discuss how councils can set strategies for sustainability in the medium-term, as well as balancing the budget on an annual basis. It will also consider how members can work effectively with officers to ensure that the Council is making the most of its opportunities.</p> <p>The course will explore:</p> <ul style="list-style-type: none"> <li>• The role of leaders and portfolio holders in a changing financial environment</li> <li>• Working with the CFO and other key officers to make sense of opportunities</li> <li>• Understanding the council's finances</li> <li>• Navigating the budget process</li> <li>• The financial aspects of new delivery models</li> <li>• Recognising a good business case for change</li> <li>• The latest finance challenges facing councils</li> </ul>	<p>LGA</p>
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<p>Wednesday 24 September 2025</p> <p>1:30 – 3:00pm</p>	Virtual	Optional	<p><u>Supporting Better Mental Health: Looking after your own wellbeing as an elected member during stressful times</u></p> <ul style="list-style-type: none"> <li>• some of the definitions of mental health and illness</li> <li>• the concept of risk and protective factors</li> <li>• basic psychology and tackling unhelpful thinking patterns</li> <li>• why the role of councillor is vulnerable to additional stress</li> <li>• managing social media</li> <li>• managing relationships with colleagues and constituents</li> <li>• the role of exercise, diet, and green space.</li> </ul>	LGA
<p>Tuesday 30 September 2025</p> <p>10:30-12:00pm</p>	Virtual	Optional	<p><u>Understanding the Finance and Risk Governance</u> <u>Divide Member Training</u></p> <ul style="list-style-type: none"> <li>• Expert insights into where scrutiny and audit roles align and diverge</li> <li>• Practical strategies to reduce duplication and avoid gaps</li> <li>• Interactive group discussions to share what works (and what doesn't)</li> <li>• Reflections and actions to take back to your authority</li> </ul>	Centre for Governance and Scrutiny (CFGs)

Tuesday 4 November 2025  10:00am-12:30pm	Virtual	Optional	<u>Data and Managing Council Performance</u>  This session offers practical insights into how data is analysed and presented, how to measure what truly matters, and how to confidently use data to monitor your council's performance. The course will include real-world local government examples, ensuring the content is directly applicable to your role.	LGA
Saturday 22 – Sunday 23 November 2025	Residential	Optional for the Planning & Strategic Growth Portfolio Holder	<u>Local Plan - Leadership Essentials</u>	LGA
Monday 1 December 2025  2:00-3:30pm	Virtual	Optional	<u>Better Mental Health with Residents: Using council powers and influence to create mentally healthier communities</u> <ul style="list-style-type: none"> <li>• social and commercial determinants of mental health</li> <li>• environmental factors like housing, traffic, and pollution</li> <li>• addressing issues around food, alcohol, and gambling</li> <li>• building social connections for community wellbeing</li> </ul>	LGA

Requested by MDSG	Reading Materials	Optional	<u>Role &amp; Purpose of a Monitoring Officer</u> Members have been provided with reading materials which are saved in the Learning & Development area in Members SharePoint.	BDC
Thursday 5 February 2026  5:30pm  <b>NEW</b>	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u>  <u>Highways</u> <ul style="list-style-type: none"> <li>the consideration of highway safety in planning applications</li> <li>assessing severe impacts</li> <li>assessing parking standards</li> <li>other LCC highway considerations</li> </ul>	Highways Authority
Monday 2 March 2026  5:30pm  <b>NEW</b>	Council Chamber	Advisory for Chairs and Vice-Chairs	<u>Chairing Skills</u> <ul style="list-style-type: none"> <li>Roles, Rules and Reference Points</li> <li>Preparation strategies</li> <li>How to open meetings and navigate early standard items</li> <li>Including challenging contributors, votes and outcomes</li> <li>Summarising skills</li> <li>Virtual Chairing hints and tips</li> </ul>	Link Support Services (UK) Ltd

*DATE TBC	Council Chamber	Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u> <u>Section 106 Highways</u>	BDC Officers
*DATE TBC	TBC	Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u> <u>Material Considerations</u>	BDC Officers
*DATE TBC	TBC	Advisory for Planning Committee Members & Substitute Members	<u>Planning Committee Masterclass</u> <u>Developer Contributions</u>	TBC
*DATE TBC	TBC	Optional	<u>AI Training</u>	TBC