MEMBERS' TRAINING AND DEVELOPMENT PANEL

Venue: Town Hall, Moorgate Date: Thursday, 15 December

Street, Rotherham. S60 2011

2TH

Time: 2.00 p.m.

AGENDA

1. Apologies for Absence.

- 2. Minutes of the Previous Meeting held on 29th September, 2011 (herewith) (Pages 1 3)
- 3. Revised Member Development Strategy 2011 (report herewith) (Pages 4 14)
- 4. MORE (Member Online Resource Environment) (report herewith) (Pages 15 17)
- 5. Updated Autumn Programme (information herewith) (Pages 18 24)
- 6. Report Guidance (Outstanding Charter item)
- 7. ILM Level 3 and 4 Programmes (flyer herewith) (Pages 25 26)
- 8. Date and Time of Next Meeting Thursday, 19th January, 2011 at 2.00 p.m.

MEMBERS' TRAINING AND DEVELOPMENT PANEL THURSDAY, 29TH SEPTEMBER, 2011

Present:- Councillor Gosling (in the Chair); Councillors Dodson, Pickering, G. A. Russell, Sangster, Sharman, Whelbourn and Mrs. C. Cockayne.

Apologies for Absence were received from Councillors Buckley, Lakin, Rushforth, Steele, Stone and Wootton.

59. MINUTES OF THE PREVIOUS MEETING HELD ON 28TH JULY, 2011

The minutes of the previous meeting held on 28th July, 2011 were agreed as a correct record.

With regards to Minute No. 56 (Training Requirements) and in particular Personal Development Plans consideration was given as to their continuing merits and whether the process should take place annually or every two years.

The Panel believed that the process should continue every two years and the outcomes feed into the training plan for Members.

60. RECYCLING GROUP

Consideration was given to a request for a nomination to the Recycling Group from this Panel.

Agreed:- That Councillor Steele be this Panel's nominated representative.

61. LGID KNOWLEDGE HUB

The Chairman introduced John Finnen, Performance Officer, to the meeting who gave a presentation on the Knowledge Hub and Local Government Inform, which was a performance management, benchmarking and data analysis system.

The presentation drew specific attention to:-

- Local Government Group Taking the Lead.
- The 7 Point Offer.
- Overview of the Knowledge Hub Functionality and Resources.
- Official Launch of the Knowledge Hub.
- Local Government Inform.
- Headline Reports.
- Metrics Library and Examples.
- Local Government Inform Access.

Discussion ensued on the possibility of a further information sharing session once the Knowledge Hub was "live" for all Members.

Agreed:- (1) That John Finnen be thanked for his informative presentation.

(2) That arrangements be made for an all Member seminar on the Knowledge

Hub in due course.

62. E-CASEWORK/E-LEARNING

Richard Copley, Client Officer, gave a brief update on the progress made with E-Casework, usage, training availability and the methods by which the system could be populated with surgery complaints.

Jean Tracey, I.T. Training Officer, reported on the training sessions that had been arranged for Elected Members, the new developments of the system and the feedback already received. A further session was arranged for Friday, 30th September, 2011 over the lunchtime period.

Discussion ensued on the processes used by Members to resolve surgery complaints and the need for these to be captured within E-Casework. Members were advised of the importance of using E-Casework and the role and support that the Members' Secretariat could provide.

Agreed:- That Richard Copley and Jean Tracey be thanked for their information.

63. CHARTER FOR MEMBER DEVELOPMENT – UPDATE

Further to Minute No. 45 (Charter for Member Development) of the meeting held on 21st April, 2011, Katie Dawson, HR Officer, gave an update on the outstanding actions from the Charter for Member Development assessment.

 Provision of suitable support and induction programme for Councillors elected at a by-election

A mini induction programme would be provided based on the context of the main induction programme, but formalised on a 1:1 basis. Arrangements would be made with officers to provide information. A question would also be included in the personal development plans to see if Councillors wanted to be part of new Councillor mentoring projects.

Reconfiguration of times of meetings

Training arrangements now took account of dates/times to cater for all Members' requirements.

Report templates and simplified language

The report template was in the process of being simplified and an update done to the Plain Language and Clear Communication Guidelines.

The two documents would be widely circulated in due course.

Training Evaluation

Those Elected Members who had attending training courses would be issued with an evaluation form and be asked to fill in details.

MEMBERS' TRAINING AND DEVELOPMENT PANEL - 29/09/11

The Members' Training and Development Panel would then be responsible for reviewing the evaluation forms on a six monthly basis and would be timetabled accordingly on agendas.

Agreed:- That Katie Dawson be thanked for the update and the contents noted.

64. INDEPENDENT FINANCIAL TRAINING

Further to Minute No. 55 (Training Events) of the meeting held on 28th July, 2011, Councillor Darren Hughes, Chairman of the Self Regulation Select Commission, provided further information as to the reason for the request for independent financial training being provided for a sub-group of the Self Regulation Select Commission. This training would aid their role in scrutinising the proposals set out as part of the budget setting process.

It was good practice to seek independent advice and various options had been considered, including officer peer support through the Local Government Group. This provision would be at minimal cost to the Council apart from expenses.

Discussion ensued on the value of this independent training and whether or not an invitation could be extended to other Members and it was agreed that this include the Chairman of the Audit Committee.

Agreed:- That arrangements be made with the Local Government Group to set up the officer peer independent training as soon as possible for the sub-group of the Self Regulation Select Commission and the Chairman of the Audit Committee.

65. MEMBERS' TRAINING EVENTS

Consideration was given to the information that had been circulated with the agenda relating to forthcoming training events for Elected Members.

It was suggested that the information be circulated to all Members for information.

Agreed:- That the forthcoming training events be noted and the details circulated to all Members for information.

66. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 20th October, 2011 at 2.00 p.m.

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Agenda Item 3

ROTHERHAM BOROUGH COUNCIL - REPORT TO MEMBERS

1.	Meeting:-	Members' Training & Development Panel
2.	Date:-	Thursday 15 th December 2011
3.	Title:-	Revised Member Development Strategy 2011
4.	Directorate:-	Resources

5. Summary

The Member Development strategy has been reviewed and updated to reflect the current priorities and direction of the Council.

6. Recommendations

Members are asked to:

- Agree the revised Member Development Strategy
- Agree whether it is appropriate to set the suggested performance targets relating to Member development.

7. Proposals and Details

7.1 Updating

The Member Development Strategy (appendix) has been refreshed to reflect the current priorities of the Council and changing government agendas. In particular, the Council Vision and priority outcomes have been updated, together with the business values.

The core programme has been updated to reflect the various roles of Members and the challenges presented in terms of Member skills and knowledge. Development may be provided by a range of means, including local and regional/sub-region provision.

7.2 Targets

The Strategy provides for six monthly review of training programmes by the panel, and it proposed that the panel review attendance and feed back from events in both February and July.

Whilst the Strategy provides for Members to complete their PDPs, in order to prioritise development needs, it currently does not include a target and timeframe in which PDPs should be completed. Members are asked to consider whether it is appropriate to set a target for the proportion of PDPs completed. Where other councils have set a target for this, 70% is the usual proportion and there is a requirement to complete the PDP on an annual basis. (The target for employee PDR completion is 90%).

Members are also asked whether it would be appropriate to set a target for a minimum level of annual development hours for each Elected Member. Other Councils have set targets ranging from 10 hours to 30 hours. The target for employees is 3 days (21 hours for a full time worker). It should be noted that "development" can be delivered in a number of ways, such as training events, conferences, coaching, shadowing etc.

8. Finance

Development provision outlined in the Strategy is provided by a range of means, some of which have attracted regional funding, to enable no-cost provision (other than travel costs). It is unlikely that such funding will be available in the future. Member development is subject to the panels' approval of spend from the dedicated Member development budget.

9. Risks and Uncertainties

Continued provision of development opportunities at the level recently experienced is unlikely to be sustainable going forward, as regional funding

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will cease with effect from March 2012. Councils in the region will endeavour to maintain a range of opportunities for Members by working together and sharing provision.

10. Policy and Performance Agenda Implications

Development of Members enables them to carry out their respective roles and help keep Members updated on national and local policy issues.

11. Background Papers and Consultation

Appendix – Member Development Strategy 2011.

Contact Name: Tracey Parkin (Strategic Human Resources)

HR Manager Ext 01709 823742

tracey.parkin@rotherham.gov.uk

Member Development Strategy 2011

1. Profile of the Council

Rotherham Metropolitan Borough Council is a Labour controlled Council. It has 63 Councillors, comprising 54 Labour Members, 7 Conservative, 1 Independent and 1 BNP. The Council political management structure is that of a Strong Leader with Cabinet. There are four overview and scrutiny select commissions, with an overarching Management Board. There are also 7 area assemblies which operate at a local level.

2. Why have a Member Development Strategy?

People are key to the Council achieving improvement in its services and being representative of their communities. It is essential that we have the **right people**, with the **right skills** in the **right place** at the **right time** to maintain and improve existing and future services. This needs to be addressed across all of the Council, including Members. The Member Development Strategy aims to ensure members are properly supported and have the appropriate knowledge and skills to carry out their roles.

3. Priorities

Rotherham Council is committed to continuous improvement as a commissioner and provider of services to local people, and as an employer. It recognises that people are its' biggest and most valuable asset and are key to achieving the vision and priorities in the Corporate Plan 2010.

Our Vision for Rotherham is:

"Rotherham is a prosperous place and Rotherham people have choices and opportunities to improve the quality of their lives. Rotherham communities are safe, clean, and green and everyone can enjoy a healthy and active life."

The most important things that we do are:

- Making sure no community is left behind
- Providing quality education; ensuring people have opportunities to improve skills, learn and get a job
- Ensuring care and protection are available for those people who need it most
- Helping to create safe and healthy communities
- Improving the environment

Additionally, through our business values (The Way We Do Business) the Council will ensure that its resources (including the workforce) are utilised to best effect by:

- Talking and listening to all our customers and treating everyone fairly and with respect
- Supporting and enabling our communities to help themselves, whilst meeting the needs of the most vulnerable
- Getting it right first time, reducing bureaucracy and getting better value for money

- Working with partners to ensure people get the services and support they need as early as possible
- Having the right people with the right skills in the right place at the right time.

This is undoubtedly a challenging time for the public sector and business in general. The climate within which we work, with more limited resources, means that inevitably the workforce has to adapt to new ways of working with less resources. Decisions are required about reductions in services, commissioning of services etc.

Government policy changes will also drive changes to the way we work, e.g. Big Society, Localism, management of place, Work Programme and welfare reform, public health and changing health management arrangements, personalisation & choice, skills agenda and development of future business skills, transparency of spending (including pay), reduction in inspections and self-management of performance.

The results of this challenge have provided expectations that Elected Members will:

- Connect more effectively with community advocates, provide a steer for them and represent community needs within the Council and with partner service providers, by setting local action plans and ensuring delivery;
- Set policies, targets and outcomes within the Council that meet community needs and challenge results and progress through both Cabinet and scrutiny functions;
- Perform regulatory functions which ensure that community needs and aspirations are both met and protected;
- Work with a full range of partners to secure positive outcomes for the area and community and challenge performance.
- Undertake broader governance roles in respect of the health of the Borough.

The Member Development Strategy provides for Members of the Council to be equipped with the skills and experience to meet these challenges and secure an excellent performing Council for the benefit of Rotherham as a whole.

4. ROLES AND RESPONSIBILTIES

4.1 Elected Members

All Elected Members are responsible for helping to identify their own development needs and are encouraged to take part in the Personal Development Planning Process.

The Leader of the Council is the nominated Member Development Champion and Chair of the Member Development Training Panel.

4.2 Officers

The importance of Member Development is recognised in the Council through the provision of dedicated Officers within the Commissioning, Policy and Partnerships team, supported by colleagues within Strategic Human Resources.

4.3 Member Development Training Panel

The purpose of the Member Development Training Panel is to provide a cross party Group of Elected Members, who, supported by relevant officers, will formulate, implement, monitor and evaluate Member Development for the Council.

4.4 The Council

The Council is responsible for ensuring adequate resources are available to ensure an effective training and development programme can be delivered, as well as offering practical support and encouragement to all Elected Members.

5. THE PROGRAMME

5.1 Core Development Programme

The Elected Member Development Programme recognises the different roles of Members and the needs that arise with changes at a national, regional, sub regional and local level.

The programme will be based on local priorities as identified in the Council's corporate plan and Members individual skills needs identified in the personal development planning process.

The programme will incorporate a blended approach to Member Development, using a variety of methods of delivery, including e-learning. This will suit the needs of different learners, as well as make learning more accessible to Members.

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Based on a review of learning needs, the programme will comprise:

Need	Key areas	Learning methods				
ROLE SPECIFIC						
Ward	Case work Understanding how the Council works Emergency Planning Health and Safety E-case work Chairing meetings The role of Councillors as corporate parents Ethical frameworks	Short awareness sessions				
Portfolio	Leadership Finance and budgets Understanding area	Formal management and leadership courses				
Overview and Scrutiny Select commissions	Chairing meetings Effective questioning Understanding agendas Personalisation Localism Finance Health reforms Performance management and self regulation	Training sessions (including regional workshops). Coaching and mentoring seminars.				
Regulatory	Understanding regulation and application Licensing Planning Standards Audit Committee	Advanced workshops.				
Partnership	Area assemblies Representation at other Bodies Working in the community	Partnership working/networking Briefings Visits to local groups Tour of Borough				

Need	Key areas	Learning methods
ICT and Soft S	Skills	
E-agenda	Regular contact with the public New forms of media and electronic communications Utilisation of all forms of technology Access to wide audience Accessible to public Prompt response	Workshops on using ICT – basic word processing, e-mail, use of the Internet E-learning eCasework Member's websites Member's intranet page Webcasts Targeted resource sites eg: MORE
Individual needs	Work closely with community groups, representatives and agencies, liaise with Members Participate in those decisions and activities reserved to the full Council Champion interests of the local community Raise issues of concern to residents through the scrutiny process.	Personal skills training – assertiveness, communication, persuading, negotiation Speaking in public Coaching / Mentoring

5.2 Induction

A comprehensive induction programme for newly Elected Members is delivered following each local election. The aim of the induction programme is to help new Members familiarise themselves with the authority and their new role and covers three main areas:

- Getting to know the Council
- Getting to know your Area
- Getting to know your Role

The Member Development Training Panel has an input into the content and delivery of the induction programme to ensure that it meets the needs of newly Elected Members and those Members with new roles / responsibilities.

All newly Elected Members receive an induction pack after the election. This provides valuable information on the day to day running of the Council, the support services available, contact details of support staff and a copy of the Local Government Improvement and Development (LGID) Guide for New Councillors.

5.3 Members Handbook

The Members Handbook will provide key information for newly Elected Members and will help to support the induction process.

The Handbook is accessible online via the Members' Homepage Intranet site.

5.4 Political Mentoring

In addition to the induction programme, Members will be supported in their political roles through peer mentoring.

Experienced Councillors from each political group will act as mentors to newly Elected Members and those taking on new roles / responsibilities, providing the skills needed as well as the political, public and organisational expectations placed on Elected Members.

6. EXTERNAL DEVELOPMENT

All Elected Members are provided with external development opportunities.

6.1 Conferences / Events

Attendance at national, regional and local conferences and events is encouraged and details are circulated to Members with a specific responsibility on that subject.

6.2 Leadership Academy

The LGID Leadership Academy is a dedicated programme that provides Members with the opportunity to enhance their leadership skills and knowledge quickly in order to meet the challenges of local government.

The Member Development budget supports Members attendance on this programme in agreement with the Member Development Training Panel.

6.3 Regional Mentoring

One-to-One peer member mentoring is offered to group leaders, cabinet and shadow cabinet members who want to develop their role and improve their overall political leadership and personal development.

6.4 Regional Working

A Member Development Officer attends the Regional Member Development Group facilitated by LGID and Local Government Yorkshire and Humber (LGYH).

The group is made up of authorities within the Yorkshire and Humber region and provides opportunities to avoid duplication of resources and efforts by looking at what development sessions can be delivered regionally / sub regionally.

6.5 Good Practice Visits

Members are encouraged to learn from others and share their experiences by visiting other authorities that can demonstrate good practice in specific areas.

The aim of these visits is to increase the knowledge, improve the performance and support the Members in their specific roles.

7. Personal Development Planning

A Personal Development Plan is a written plan of commitment by an individual to their development as a Councillor over the coming year. Personal Development Planning provides tangible evidence of the Council and individual commitments to building Elected Member capacity.

All Elected Members are invited to take part in the personal development planning process which is encouraged and supported by the Member Development Training Panel. This process will:

- Provide Members with the opportunity to attend a personal development interview with an Officer to discuss their individual development needs in respect of their roles and responsibilities.
- Produce a group training plan which will identify and prioritise their training and development needs.
- Be informally reviewed to ensure needs have been met.

8. Evaluation

It is essential that all Member Development activities are evaluated to ensure their effectiveness in terms of delivery, quality and value for money.

Evaluation of the Member Development programme will take place in a number of different ways to measure the impact of each activity:

- i) Members are asked to complete evaluation sheets at the end of each session to review the session and assess future impact.
- ii) The Member Development Training Panel reviews the training programme on a 6 monthly basis based on feedback from evaluation forms and Members who attended the course. This provides the mechanism for suggestions for improvements.

ROTHERHAM BOROUGH COUNCIL - REPORT TO MEMBERS

1.	Meeting:-	Members' Training & Development Panel
2.	Date:-	Thursday 15 th December 2011
3.	Title:-	MORE (Member Online Resource Environment)
4.	Directorate:-	Resources

5. Summary

Members will see a demonstration of the Members online resource environment (MORE), which went live in November. As this is a new resource Members need to consider matters relating to governance and development of the site.

6. Recommendations

Members are asked to:

- Note the availability of the MORE website (www.more.lgyh.gov.uk)
- Agree the sharing of appropriate locally developed resources via this site
- Agree Member involvement in the development of, and publicity, relating to the site.

7. Proposals and Details

A small group of Council member development officers, supported by RIEP funding and the LGYH, have been working on the development of an online resource area for Elected Members. The site went live in November and is now available for Members to access. The purpose of the site is to provide Members with a single point of reference for a range of development resources, including upcoming events, conferences and seminars, topical updates and briefings, resources from recent programmes and events, elearning and specially commissioned resources around crucial topics.

The site provides an access grid for key areas such as:

- · Adults health & social care
- Children & young people
- Environment & neighbourhood
- Audit governance & standards

At a later date the site will be developed to provide automated updates on new resources and a password protected area for Members to exchange ideas and share information.

Initial resources provided on the site include:

- Audio CD content relating to case studies on childrens and adults safeguarding
- Scrutinising procurement resource
- Smart arguing
- Being a Councillor

In order to be fully effective, all Councils in the region need to commit to this resource and be prepared to share locally developed resources via it. Members are asked to agree the sharing of resources developed in Rotherham via this resource, as appropriate.

The development group have also asked for Member representation on a reference group, which will look at development of the site and agree content. Members are asked to agree whether representation from the Member Development Panel should be put forward.

8. Finance

The site was developed using RIEP funding. No additional finance is required for the maintenance of the site.

9. Risks and Uncertainties

The success of the site will be determined by the commitment of all Councils to sharing resources on it and ensuring that resources are reviewed, developed and refreshed.

10. Policy and Performance Agenda Implications

The development of the MORE site will assist with the development of Elected Members.

11. Background Papers and Consultation MORE site - www.more.lgyh.gov.uk

Tracey Parkin (Strategic Human Resources) **Contact Name:**

HR Manager Ext 01709 823742

tracey.parkin@rotherham.gov.uk

MEMBER DEVELOPMENT PROGRAMME AUTUMN 2011

Corporate Parenting Sessions for Members

John Smith Room - Town Hall

14th September, 2011 - 10.00 am to 12 noon

22nd September, 2011 - 6.00 pm to 8.00 pm

The concept of corporate parenting has placed collective responsibility on all Local Authorities to achieve good parenting for all children in the public care. It requires ownership and leadership at a senior level and includes all elected members.

Looked-after children have a right to expect the outcomes we want for every child. These are that they:

- should be healthy
- should be safe
- · enjoy and achieve
- make a positive contribution to society
- achieve economic wellbeing.

To achieve these outcomes, councils must demonstrate their commitment to helping every child they look after - wherever the child is placed - to achieve their potential.

e-Casework Training for Members

Room 3 - Town Hall

20th, 23rd, 26th, 27th, 28th and 30th September, 2011

12 noon to 1.00 pm

(limited places - 6 per session)

(for one-to-one training please contact myself - Hayley Unwin - 22721)

e-Casework is a tool designed for local authorities to help their councillors and officers keep on top of their casework. e-Casework does this by being simple and straight forward to use in it's interface, and also by being fast for the user, unburdening them of having to record unnecessary clutter.

Benefits & features of e-Casework

- Increase quality and speed of responses to councillors
- Manages time spent on casework making sure the right cases are dealt with first
- Fully managed and supported by our dedicated support team
- Keeps all case information together in one place
- Contact groups of constituents with similar interest areas
- Benchmarking departmental effectiveness in dealing with casework
- Rapid data entry do casework on the move from anywhere with an internet connection
- No more complicated to use than email!

Project Argus Training for all Members and Parish Councillors

John Smith Room - Town Hall

18th October, 2011 - 6.00 pm to 8.00 pm

Project Argus Training is a National Counter Terrorism Security Office initiative which explores ways to aid the prevention, handling and recovering from a terrorist attack

Health and Safety Training for Members

John Smith Room - Town Hall

2nd November, 2011 - 9.30 am to 12 noon

Objectives:-

The principal objectives of this briefing are to provide Elected Members with an understanding of the:

- Key legal requirements
- · Impact of health and safety failures
- · Critical success factors for a good safety management strategy
- · Their role in implementing a sensible approach to risk management

Name of Attendee:	• • •
Corporate Parenting Training	
Please reserve a place on the following date:-	
(Please choose one option only)	
14 th September, 2011 - 10.00 am to 12 noon 22 nd September, 2011 - 6.00 pm to 8.00 pm	
e-Casework Training for Members	
(Please choose one option only)	
20 th September, 2011 - 12 noon to 1.00 pm 23 rd September, 2011 - 12 noon to 1.00 pm 26 th September, 2011 - 12 noon to 1.00 pm 27 th September, 2011 - 12 noon to 1.00 pm 28 th September, 2011 - 12 noon to 1.00 pm 30 th September, 2011 -12 noon to 1.00 pm	
Project Argus Training	
18 th October, 2011 - 6.00 pm to 8.00 pm	
Health and Safety Training	
2 nd November, 2011 - 9.30 am to 12 noon	
Please return this form to:- Hayley Unwin Members Secretariat Eric Manns Building	

Further Training Event

Safeguarding Children and Vulnerable Adults Training John Smith Room - Town Hall 29th November, 2011 - 2.00 pm to 4.00 pm 7th December, 2011 - 10.30 am to 12.30 pm

Objectives:-

- Key Legislative and Policy Developments
- Current issues and challenges in Safeguarding
- Definitions and processes
- Roles and responsibilities
- Links with other areas, e.g. domestic abuse, crime reduction, community safety, mental capacity, education etc.

LGYH - Advanced Presentation Skills
"Getting Your Message Across"

Yorkshire House, Barnsley
6th December, 2011 - 10.00 am to 1.00 pm

Always On Message is designed to equip elected members with public speaking delivery technique and mental structure so they're able to speak with authority in impromptu situation, i.e. on the streets with ward residents, rebutting in chamber, unexpectedly bring asked to "say a few words" at a public event.

LGYH - Questioning Skills as A Key to Effective Scrutiny
Mansion House, Doncaster

9th December, 2011 - 2.00 pm to 5.00 pm

Have you ever felt:-

You know what you want to find out but you don't know how to formulate the right questions? You haven't been able to get the full answers from those appearing before you at Scrutiny?



A programme of events for Councillors from Yorkshire & Humber as part of the RIEP funded Regional Member Development Project

Advanced Presentation Skills GETTING YOUR MESSAGE ACROSS

Always On Message is designed to equip elected members with public speaking delivery technique and mental structure so they're able to speak with authority in impromptu situations, i.e. on the streets with ward residents, rebutting in chamber, unexpectedly being asked to "say a few words" at a public event.

Trainer: **Emma Taylor** 'Successful Speeches'

Aimed at: All Flected members

6 December 2011 10am-1pm

BARNSLEY

Yorkshire House Room 4 Lead MDO: **Lesley Glanville** Barnsley Council, South Yorkshire **lesleyglanville@barnsley.gov.uk** Tel: **01226 773078**

12 December 2011 5pm-8pm

YORK

Mansion House, Blue Room Lead MDO: North Yorkshire & York carol.fishwick@scarborough.gov.uk Tel: 01723 232303

16 January 2012 5.30pm-8.30pm

CALDERDALE

Halifax Town Hall Lead MDO: **Amanda Venning** Calderdale Council. West Yorkshire **amanda.venning@calderdale.gov.uk**

Tel: 01422 393179

QUESTIONING SKILLS AS A KEY TO EFFECTIVE SCRUTINY

Have you ever felt:

You know what you want to find out but you don't know how to formulate the right questions? You haven't been able to get the full answers from those appearing before you at Scrutiny?

Questioning skills and techniques are an essential feature of making Overview and Scrutiny effective. This workshop is designed to enable Members to:

- consider how best to prepare for scrutiny meetings
- develop a deeper understanding of the importance of clear and focused listening and questioning
- develop their questioning skills
- explore different strategies for questioning and how best to use them

Trainer: **Tim Young**Scrutiny & policy consultant

Aimed at: Scrutiny members who would like to improve their questioning skills for their overview and scrutiny work.

9 December 2011 2pm-5pm

DONCASTER

Mansion House

Lead MDO: Andrew Sercombe Doncaster Council,

South Yorkshire

Marion.johns@doncaster.gov.uk

Tel: **01302 735457**

13 December 2011

4pm-7pm

WAKEFIELD

Venue to be confirmed Lead MDO: **Nina Barratt** Wakefield MDC West Yorkshire **nbarratt@wakefield.gov.uk**

Tel: **01924 305192**

3 February 2012 5pm-8pm

YORK

Committee Room 1 Guildhall Lead MDO: North Yorkshire & York Carol.fishwick@scarborough.gov.uk



COMMUNITY ENGAGEMENT SEMINAR AND WORKSHOP FOR COUNCILLOR'S

opportunitys and challenges provided by the Localism bill will add new dimensions against a wider setting

Trainer: Steve Skinner Associates

Aimed at: All Councilors

14 December 2011 10am-2pm YORK

Mansion House Booking Contact: lesley.whiting@lgyh.gov.uk Tel: 07500 073218

ILM Levels 3 and 4 Weekend Residential

A nationally accredited award designed specifically for Councillors in the Yorkshire & Humber Region

Aimed at: All Councilors

Level 3

20-22 January 2012 3-5 February 2012

Level 4

24-26 February 2012 9-11 March 2012

BARNSLEY

Northern College

Booking Contact: lesley.whiting@lgyh.gov.uk
Tel: 07500 073218



An exciting programme of events is being planned throughout 2012. Please keep checking your emails and the website for up-to-date information.

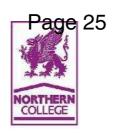


Lesley Whiting

Regional Councillor Development Co-ordinator Local Government Yorkshire and Humber 19 King Street Wakefield WF1 2SQ Mobile: 07500 073218 email:lesley.whiting@lgyh.gov.uk

www.more.lgyh.gov.uk







Leadership and Management Qualifications for Councillors

weekend residential courses

Northern College, Wentworth Castle, Barnsley

Subsidised by Local Government Yorkshire & Humber
L3 Leadership & Management 20-22 January & 3-5 February 2012
L4 Leadership 24-26 February & 9-11 March 2012

Northern College is happy to announce the **Level 3 Award in Leadership and Management & L4 Award in Leadership** for Councillors, which is accredited by the Institute of Leadership and Management (ILM).

About the Courses

The courses are aimed at councillors from across the Yorkshire and Humber region and they give you the opportunity to look at the following topics, with your peers:

- Decision-making (L3)
- Leadership styles (L3 & L4)
- Motivating and developing teams (L3)
- Planning practical leadership activities (L4)
- Developing leadership through practical activities (L4)

Councillors often speak of the benefits of meeting councillors from other authorities and so, we have designed this development opportunity with that in mind. By offering the courses as residential, over two weekends, students will have the opportunity for networking and informal learning as well as the formal learning, which will take place on the course. The residential aspect will, hopefully, encourage councillors from all parts of the region to get involved. The learning will be assessed through a mix of activity relating to your role as a councillor - and reflective reviews.

Pre-course sessions
Tuesday 29th November 6.00-8.00pm OR
Thursday 1st December 2.00-4.00pm.

Northern College intend to hold 2 x 2 hour sessions to discuss relevant topics to be introduced into the course such as the Localism Bill and current financial constraints on local authorities. We will gather information from yourselves at the sessions to ensure this information is included as part of the delivery.

You only need to attend one session.

About Northern College

Northern College is a residential college providing education opportunities for people aged 19 and over. The college has a history of working with local authorities and local communities. It is based at Wentworth Castle, near Barnsley. It is set in extensive grounds and is



a site of outstanding historical, botanical and environmental interest. Students have access to the grounds whilst studying at college.









About the students

There are no formal entry requirements but participants may find they need literacy skills equivalent to O level/GCSE standard in order to be able to meet the assessment demands. (ILM 'Level 3' is of an equivalent level of difficulty to an A level). Northern College will provide you with an application form to complete.

All learners will have free 'studying membership' of ILM for six months. Designed to help candidates get the most from their course and advance their career, 'studying membership' also gives access to a wide range of specialist support and development materials and services

Fees and eligibility

Local Government Yorkshire & Humber will subsidise 50% of the course fees for a number of elected councillors from the Yorkshire and Humber region to attend the residential courses; places will be allocated on a first come, first served basis – one place per authority.

There will be some group work, which requires full attendance therefore; Councillors must be able to attend <u>ALL</u> days on <u>BOTH</u> weekends.

Councillors must be willing to participate in the evaluation of the programme.

You should be committed to completing the course and submitting the necessary assignments.

The cost to your authority will be as follows:

Level 3 £190 per delegate

Level 4 £250 per delegate – reduced to £220 if already achieved level 3

This cost is inclusive of residential accommodation.

Please note that councils may only nominate one councillor per authority therefore, please talk to your Member Development Officer before you commit.

Nominations should be made no later than 9th December 2011 Please send nominations to:

Lesley.whiting@lgyh.gov.uk