

## Elected Members Learning and Development Options - Resource Guide

### Introduction to the Guide

This guide is designed to provide Elected Members with an overview of the various learning and development options that are available to them. The guide has been divided into the six core skill areas that are identified and self assessed in the Elected Member's skills profile.

The guide has been designed to enable Elected Members to review and select the type of learning that will meet their specified learning and development needs.

For an up to date overview of the courses that are scheduled to take place please view the seasonal programme guide which can be found on the Elected Member learning and development intranet site.

Some of the online resources referred to in the guide can be accessed directly by clicking the highlighted links.

A login is required to access the Council's e-learning system, details for this are shown on the e-learning intranet site. A login is also required for the Ashridge online website, accounts can be created on first login and the resources are free to access.

To book on training or awareness sessions or for any queries please contact ///.

Local Leadership	
Learning Area/Outcomes	Learning Methods
<b>1. Undertaking case work &amp; e-case Work</b>	<p><b>Awareness Sessions</b> Case work Community leadership and using social media E case work</p> <p><b>Online Resources</b> <a href="#">Handling casework</a> <a href="#">Supporting constituents with complex issues</a> <a href="#">Neighbourhood and community engagement</a></p>
<b>2. The role of Councillors</b>	<p><b>Awareness Sessions</b> Emergency Planning (mandatory) Health and Safety Legislation updates Public speaking Role of Councillors The role of Councillors as corporate parents (mandatory)</p> <p><b>E-learning</b> <a href="#">Code of Conduct</a> <a href="#">Introduction to Local Government</a> <a href="#">Your role as a Councillor</a></p> <p><b>Internal Resources</b> <a href="#">Health and Safety intranet</a></p> <p><b>Online Resources</b> <a href="#">Effective member and officer relations</a> <a href="#">Facilitations skills</a> (Ashridge online resource) <a href="#">Health and Safety in the Council</a> <a href="#">Legal updates</a> (MORE online resource centre) <a href="#">Public leadership</a> (Ashridge online resource)</p> <p><b>Training</b> Safeguarding adults and children (mandatory)</p>
<b>3. Ethical frameworks</b>	<p><b>Awareness Sessions</b> Ethical frameworks</p> <p><b>Online Resources</b> <a href="#">Ethical governance</a></p>

<b>Partnership Working</b>	
<b>Learning Area/Outcomes</b>	<b>Learning Methods</b>
<b>1. Working in partnership with others</b>	<p><b>Online Resources</b>  <a href="#">Team building/team working</a> (Ashridge online resource)</p> <p><b>Other</b>            Area assemblies networking opportunities            Representation at other bodies briefing sessions            Working in the Community visits to local groups and borough tour</p>
<b>2. Community engagement</b>	<p><b>Online Resources</b>  <a href="#">Facilitations skills</a> (Ashridge online resource)</p>
<b>3. Equality &amp; Diversity</b>	<p><b>E-learning</b>  <a href="#">Equality and Diversity</a></p> <p><b>Internal Resources</b>  <a href="#">Equality and Diversity intranet site</a></p>

Communications Skills	
Learning Area/Outcomes	Learning Methods
<b>1. Confidence in public speaking</b>	<p><b>E-learning</b> <a href="#">Public speaking</a></p> <p><b>Training</b> Assertiveness, communication, persuading and negotiation personal skills training</p> <p><b>Online Resources</b> <a href="#">Assertiveness, interpersonal skills</a> (Ashridge online resource)</p>
<b>2. Making a positive contribution to meetings</b>	<p><b>Online Resources</b> <a href="#">Influencing skills</a> <a href="#">Meeting skills</a> (Ashridge online resource)</p>
<b>3. Charing skills</b>	<p><b>Awareness Sessions</b> Charing meetings</p> <p><b>E-learning</b> <a href="#">Charing meetings</a></p> <p><b>Online Resources</b> <a href="#">Charing skills</a> <a href="#">Facilitation and conflict resolution</a></p>
<b>4. Written skills</b>	<p><b>E-learning</b> Report writing</p> <p><b>Online Resources</b> <a href="#">Writing skills</a> (Ashridge online resource)</p>
<b>5. E agenda</b>	<p><b>Awareness Sessions</b> E casework ICT and Council systems ICT workshops Social Media</p> <p><b>E-learning</b> <a href="#">Getting started with social media</a> <a href="#">Technology and change</a> <a href="#">Writing for the web</a> <a href="#">Working with the media</a></p> <p><b>Online Resources</b> <a href="#">ICT targeted resource sites</a> (MORE online resource centre)</p>
<b>6. Media relations</b>	<p><b>Awareness Sessions</b> Handling the media</p> <p><b>E-learning</b> <a href="#">Working with the media</a></p> <p><b>Online Resources</b> <a href="#">Media and communications</a></p>
<b>7. Data protection</b>	<p><b>E-learning</b> <a href="#">Data Protection</a></p>

<b>Political Understanding</b>	
<b>Learning Area/Outcomes</b>	<b>Learning Methods</b>
<b>1. Political skills</b>	<p><b>Online Resources</b></p> <p><a href="#">Community leadership</a></p> <p><a href="#">Creating a fit for the future organisation</a></p> <p><a href="#">Effective member and officer relations</a></p> <p><a href="#">Facilitation and conflict resolution</a></p> <p><a href="#">Neighbourhood and community engagement</a></p> <p><a href="#">Supporting constituents with complex issues</a></p> <p><a href="#">Performance management</a></p>
<b>2. Understanding how the Council works &amp; local government</b>	<p><b>Awareness Sessions</b></p> <p>Understanding how the Council works</p> <p><b>Internal Resources</b></p> <p><a href="#">Council structure and services</a></p> <p><a href="#">Local democracy</a></p> <p><a href="#">Strategies and plans</a></p> <p><a href="#">Your Councillor</a></p> <p><b>Online Resources</b></p> <p><a href="#">The effective ward Councillor</a></p>

<b>Scrutiny and Challenge</b>	
<b>Learning Area/Outcomes</b>	<b>Learning Methods</b>
<b>1. Understand the purpose of overview and scrutiny</b>	<p><b>Awareness Sessions</b> Legal updates</p> <p><b>Training</b> Financial management Health reforms Localism Personalisation Performance management and self regulation Understanding agendas</p> <p><b>Online Resources</b> <a href="#">Legal updates</a> (MORE online resource centre)</p>
<b>2. Key skills for overview and scrutiny</b>	<p><b>Online Resources</b> <a href="#">Negotiation/influencing skills</a> (Ashridge online resource)</p> <p><b>Training</b> Chairing meetings Effective questioning Problem solving/decision making skills training</p>

Regulating and Monitoring	
Learning Area/Outcomes	Learning Methods
<b>1. Understanding legislation</b>	<p><b>Awareness Sessions</b> Legal updates</p> <p><b>E-learning</b> <a href="#">Best practice procurement</a> <a href="#">Localism Bill</a> <a href="#">Risk management</a> <a href="#">Licensing and regulation</a></p> <p><b>Online Resources</b> <a href="#">Legal updates</a> (MORE online resource centre)</p> <p><b>Workshops</b> Audit committee advanced workshops Licensing advanced workshops Planning advanced workshops Standards advanced workshops Understanding regulation and application advanced workshops</p>
<b>2. Performance management</b>	<p><b>Online Resources</b> <a href="#">Performance management</a></p> <p><b>Training</b> Performance management and self regulation</p>
<b>3. Financial management</b>	<p><b>Internal Resources</b> <a href="#">Financial regulations</a></p> <p><b>Online Resources</b> <a href="#">The scrutiny of finance</a></p> <p><b>Training</b> Financial awareness</p>
<b>4. Key skills for regulating and monitoring</b>	<p><b>Training</b> Chairing meetings Effective questioning Problem solving/decision making skills</p>

<b>Cabinet Members (Specific Learning and Development)</b>	
<b>Learning Area/Outcomes</b>	<b>Learning Methods</b>
<b>1. Understanding &amp; delivering an effective portfolio</b>	<p><b>Training</b> Leadership Finance and budgets Specific portfolio</p> <p><b>Online Resources</b> <a href="#">Specific portfolio</a> (MORE online resource centre)</p>

### **Local Leadership Councillor Workbooks**

The Local Government and Development Agency provide access to a number of free online guides specifically designed for elected members. There are links to these guides provided throughout this document however the full list and links are below:

<a href="#">Chairing skills</a>	<a href="#">Joining the chain gang: preparing for the role of civic mayor</a>
<a href="#">Climate change</a>	<a href="#">Media and communications</a>
<a href="#">Community leadership</a>	<a href="#">Neighbourhood and community engagement</a>
<a href="#">Community safety</a>	<a href="#">Performance management</a>
<a href="#">Effective member and officer relations</a>	<a href="#">Scrutiny of finance</a>
<a href="#">Facilitation and conflict resolution</a>	<a href="#">Supporting constituents with complex issues</a>
<a href="#">Handling casework</a>	<a href="#">The effective ward councillor</a>
<a href="#">Influencing skills</a>	<a href="#">Working with town and parish councils</a>
<a href="#">Introduction to business planning and strategic management</a>	

### **Useful Websites**

#### **Member's Online Resource Environment (MORE)**

The MORE internet site is a new resource centre specially designed for elected members and includes access to useful resources, new items, current issues and provides an overview of forthcoming events and training. The site can be accessed at <http://www.more.lgyh.gov.uk/member-development/> .

#### **Others**

- Ashridge Virtual Learning Centre <http://www.local.gov.uk/ashridge> - Registration and login is required
- Be a Councillor <http://www.beacouncillor.org.uk/>
- Centre for Public Scrutiny <http://www.cfps.org.uk/>
- Local Government and Information Unit <http://www.lgiu.org.uk/briefings/>
- LG Improvement and Development <http://www.idea.gov.uk/idk/core/page.do?pagelid=1>
- Modern Councillor [www.moderncouncillor.com](http://www.moderncouncillor.com)
- Planning Advisory Service [www.pas.gov.uk](http://www.pas.gov.uk)