



Broxtowe  
Borough  
COUNCIL

# **Member Development Programme 2021-23**

# Contents

Foreword	2
Training and Development for Members	3
Induction	4
Methods of Learning and Development	4
Evaluation	4
The Role of Democratic Services	5
Key Contacts and Links	5
External Sources of Training	
· Local Government Association	6
· East Midlands Councils	7
Broxtowe Borough Council Courses	
· Governance	8
· Licensing and Appeals	9
· Alcohol and Entertainments	10
· Internal Audit and Risk Management	11
· Treasury Management	12
· Allocations and Homelessness	13
· Tenancies	14
· Dealing with Threats of Suicide	15
· Planning	16
· Social Media	17
· Adult Safeguarding	18
· Armed Forces Community Covenant	19
· Child Safeguarding Programme	20
· Child Sexual Exploitation	21
· Modern Slavery Awareness	21
· Prevent Awareness	23
· Serious Organised Crime	24
· Section 17 – Crime and Disorder Act	25

## Foreword

As elected members who have a wide range of skills we appreciate the demands of the role of being a councillor. We acknowledge that over time the role of an elected councillor has transformed and continues to evolve with ever changing demands from those we are elected to represent. These are in addition to the various challenges local authorities continue to experience and the decisions we have to make. One way to support councillors is by implementing, developing and endorsing the Member Development Programme 2021-23.

Each councillor brings their own variety of skills, knowledge and experience to the role. The Member Development Programme begins to detail the learning provision and support that councillors will be offered to assist them in their roles and develop their knowledge as a result of legislation or local issues, whilst contributing to the delivery of the Council's Corporate Priorities, objectives and ambitions.



Councillor Marie Hannah  
Chair of the Personnel Committee

## **Training and Development for Members**

Elected members are integral to ensuring that the strategic aims and objectives of the Council are met and that high quality, cost-effective services are delivered to the residents of the Borough of Broxtowe.

The Council is working to support the development of all its elected members and to ensure that they are able to meet the demands of their roles. The Council is committed to ensuring that:

- There is a planned and structured approach to member learning and development.
- Training and development, wherever possible is linked to the roles of members.
- Members have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to conduct their roles effectively.
- Access to learning and development is equitable.
- Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- The Member Development Programme will be updated regularly in order to support the Council's Strategic Objectives, the roles and functions of members and any key changes affecting the Council's priorities.

The basic roles and functions have remained stable over the last few years although the nature of the political environment that members operate in has evolved dramatically over a short period of time, most notably for the increased use in social media.

It should be remembered that although the training programme offers structured sessions at specific times, officers are available to assist members with issues that may assist them in conducting their roles as elected representatives.

## **Induction**

Induction for new members will take place every year that local elections are held in the Borough, with individual arrangements being made for new members at other times of the year. This will include a planned programme with input from the Personnel Committee. Topics covered are the Council's vision, values and objectives; the decision making process; Councillor responsibilities and Councillor development. New members will meet the Monitoring Officer and Head of Governance for advice on governance and standards issues.

## **Methods of Learning and Development**

A flexible approach to the delivery of training and development opportunities will be adopted to meet the potential needs of individuals and groups. A variety of methods may be used to deliver these opportunities and could include seminars, workshops, e-learning and briefing sessions.

## **Evaluation**

It is important for the Council to evaluate members' learning and development to ensure that it has met its objectives; to ensure that the Council has received value for money in terms of the cost and the benefits; and to identify where improvements can be made in the future. The Personnel Committee will need to play a strong role in evaluation and there will be a standing item for evaluation on the agenda at each meeting as necessary. The Committee will review the numbers attending and the feedback from learning events. Evaluation can take place at more than one level. At its most basic level, evaluation considers attendees' reaction to the training, whether it was positive or not.

A range of evaluation methods are available:

- use of questionnaires
- informal discussions take place on an ad hoc basis between or with members and officers on the value of the training
- members can be asked to complete an evaluation form after attending a learning event.

To assist in the evaluation, the form would specify the outcomes expected at individual member, corporate and community level where appropriate. Some sessions would be evaluated principally through qualitative means e.g. that councillors feel more knowledgeable, better able to understand complex issues and make informed decisions.

The Committee will receive an annual report on the year's learning and development events, together with evaluations.

## **The Role of Democratic Services**

Democratic Services will seek ways to use the budget for Councillor Development in the best way to meet the training needs of Councillors. For example, this could include opportunities for cross authority or partner training on a countywide, regional or national level, looking for training support from national or regional course providers such as the LGA or East Midlands Council or seeking relevant opportunities for Councillors to attend seminars or conferences hosted by partners.

## **Key Contacts and Links**

For further information or queries about training please contact Jeremy Ward on 0115 917 3278 or Lisa Evans 0115 917 3014 who will be happy to help.

[Broxtowe Borough Council – Member Learning and Development](#)

<https://intranet.broxtowe.gov.uk/members-area/member-learning-development/>

[Local Government Association – Highlighting Political Leadership](#)

<https://www.local.gov.uk/our-support/highlighting-political-leadership>

[East Midlands Councils – Councillor Information and Support](#)

<https://www.emcouncils.gov.uk/Councillor-Information-and-Support>



# MEMBER

## Development Programme

### Category:

**EXTERNAL SOURCES OF TRAINING**

### Provider:

**EAST MIDLANDS COUNCILS**

### Detail:

East Midlands Councils (EMC) provides a comprehensive, Councillor Development programme for member councils in the East Midlands, of which Broxtowe is one.

### Subjects Covered:

- Policy/thematic based events for Councillors in the East Midlands, highlighting specific areas, such as a current programme of events on climate change specifically designed for Councillors
- A weekly briefing service with the latest digested news for local government emailed to you every Friday
- Skills workshops delivered in-house, online and face to face at our headquarters (when conditions allow), on areas such as Chairing skills, Time management and Presentation skills
- The East Midlands Regional Councillor Development Charter, we support the assessment and validation of Charter, as well as on-going support
- Personal Development Planning for Councillors
- Action Learning Sets for Councillors
- Developing Impact and Influence Workshops for Councillors

### Dates:

Information on courses is available on the East Midlands Councils website.

### Contact Details:

<https://www.emcouncils.gov.uk/Councillor-Information-and-Support>



# MEMBER

## Development Programme

### Category:

**EXTERNAL SOURCES OF TRAINING**

### Provider:

**THE LOCAL GOVERNMENT ASSOCIATION**

### Detail:

The Local Government Association (LGA) has made all of its training modules available on an open access platform so they can be accessed without a user name and password. Councillors should still be able to evidence that they have completed the module by completing the certificate of completion.

### Subjects Covered:

- Commissioning of Services
- Community Engagement and Leadership
- Councillor Induction
- Equality and Diversity
- Facilitation and Conflict Resolution
- Handling Complaints for Service Improvement
- Influencing Skills
- Licensing and Regulation
- Planning
- Police and Crime Panels
- Scrutiny for Councillors
- Stress Management and Personal Resilience
- Supporting Your Constituents
- The Effective Ward Councillor
- Holding Council Meetings Online
- Handling Intimidation
- Supporting Mentally Healthier Communities

### Dates:

The courses are available online.

### Contact Details:

<https://www.local.gov.uk/our-support/highlighting-political-leadership>





# MEMBER

## Development Programme

### Category:

**INDUCTION**

### Subject Area:

**GOVERNANCE**

### Purpose:

To understand how the council works in relation to the decisions it makes and how those decisions are implemented. To enable members to better represent their electorate by understanding the committee process. To help members be effective, active and have the confidence to engage and play a constructive role within the committee.

### Subjects Covered:

- How the Council works (e.g. role of Leader, Deputy Leader, Mayor, Elections, and the pre-election period)
- Relationship between Officers and Members
- Being a member of a committee
- Declaration of Interests
- Managing a meeting as Chair / Vice Chair
- Voting Process (including “for” / “against” / “abstain” / amendments)
- Responsibilities of each committee (i.e. terms of reference)
- Difference between full council / committee / working group
- Role of the member on a committee (i.e. representing the whole council)
- Responsibilities of members (in respect of dual / triple hat)

### Dates:

1 July 2021, 1 September 2021, 1 February 2022

### Contact Details:

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

### Category:

**LICENSING & APPEALS**

### Subject Area:

**LICENSING**

### Purpose:

To enable members to understand the roles and responsibilities of the Council's Licensing and Appeals Committee in relation to the decisions it makes and how those decisions are implemented. To enable members to participate in and undertake effective reasoned decisions at licensing hearings and employment appeals. To help members be effective, active and have the confidence to engage and play a constructive role within the Committee.

### Subjects Covered:

- Role and responsibility of the Council
- Roles and responsibilities of the Licensing and Appeals Committee **(to include including hazardous substances consent, intentional homelessness, grievance and disciplinary appeals)**
- The role of safeguarding in licensing
- An understanding of the hackney carriage and private hire vehicle licensing
- An understanding of massage and special treatment licensing
- An understanding of other licensing regimes within the remit of the Licensing and Appeals Committee
- Participation in a Licensing Committee hearing
- Chairing a Licensing Committee hearing
- Understanding the fit and proper criteria
- The decision making process
- Understanding the "fit and proper" criteria

### Dates:

To be confirmed

### Contact Details:

Please ring Head of Governance on extension x3278



# MEMBER

## Development Programme

---

### Category:

**ALCOHOL & ENTERTAINMENT**

### Subject Area:

**LICENSING**

### Purpose:

To enable members to understand the roles and responsibilities of the Council's Alcohol and Entertainments Committee in relation to the decisions it makes and how those decisions are implemented. To enable members to participate in and undertake effective reasoned decisions at licensing hearings. To help members be effective, active and have the confidence to engage and play a constructive role within the committee.

### Subjects Covered:

- Role and responsibility of the Council
- Roles and responsibilities of the Alcohol and Entertainment Committee
- An understanding of the Licensing Act 2003
- An understanding of the Gambling Act 2005
- Participation in a Licensing Panel hearing
- Chairing a Licensing Panel hearing
- The role of the councilor when making licensing representation

### Dates:

To be confirmed

### Contact Details:

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**FINANCE**

**Subject Area:**

**INTERNAL AUDIT AND RISK  
MANAGEMENT**

**Purpose:**

To Outline role of internal audit in local government, how internal audit meets corporate objectives, to set out structure of internal audit team and highlight procedures for planning, conducting, reviewing and reporting, and to clarify link between internal and external audit.

**Subjects Covered:**

- What is internal audit?
- Independence, ethics and care
- Internal Audit at Broxtowe
- Types of audit and planning
- What is risk management
- Wrong assumptions about risk
- Risk identification
- Inherent and residual risk

**Dates:**

To be confirmed.

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**FINANCE**

**Subject Area:**

**TREASURY MANAGEMENT**

**Purpose:**

To consider the management of the organisation's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks"

**Subjects Covered:**

- Introduction to Treasury Management
- Treasury Management at Broxtowe Borough Council
- Treasury Management Risks
- Economy and interest rate Expectations
- Statutory guidance and role of elected members.

**Dates:**

To be confirmed

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

### Category:

**HOUSING**

### Subject Area:

**ALLOCATIONS AND HOMELESSNESS**

### Purpose:

To give members a better understanding regarding allocations and homelessness. To discuss and correct some of the common myths around who can be accepted as homeless and how properties are allocated.

### Subjects Covered:

- Broxtowe Borough Council's Allocations Policy
- HomeSearch, including how an applicant places a bid
- How a property is allocated, including what information an applicant will receive and the checks that are completed
- Homelessness prevention
- Homelessness acceptances
- Use of temporary accommodation
- Situations where we may not be able to assist, and what we do to try and help

### Dates:

To be confirmed

### Contact Details:

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**HOUSING**

**Subject Area:**

**TENANCIES**

**Purpose:**

To give members a better understanding of the work of Housing Services in managing the Council's housing stock, and the information to deal with likely enquiries they may receive.

**Subjects Covered:**

- Types of tenancy offered by the Council
- Differences between the General Needs and Independent Living services
- Rights of tenants, including Right to Buy, mutual exchange and succession
- Responsibilities of tenants, including anti-social behaviour and rent arrears
- Tenancy Sustainment and Financial Inclusion Service
- Tenant Engagement

**Dates:**

To be confirmed

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

### Category:

**INDUCTION**

### Subject Area:

**DEALING WITH THREATS OF SUICIDE**

### Purpose:

To make members aware of the “Six Point Plan” for dealing with a person, whether in a face to face or telephone situation, who is threatening to self-harm or commit suicide. In this way, members will know the procedure to follow in order to deal with the situation in a structured way, including when to summon emergency services and which other agencies should be contacted. The training will also inform members of the options available to them to safeguard their own wellbeing after dealing with such an incident.

### Subjects Covered:

- Data on the number of suicides nationally and locally
- Reasons for people claiming they are going to commit suicide when dealing with officers and members
- The “Six Point Plan” for dealing with a threat of suicide
- Personal wellbeing after dealing with a case

### Dates:

To be confirmed

### Contact Details:

Please ring Head of Governance on extension 3278





# MEMBER

## Development Programme

**Category:**

**PLANNING**

**Subject Area:**

**PLANNING COMMITTEE**

**Purpose:**

To understand the legislative framework that underpins the core planning documents to make planning decisions. To understand the committee process and planning decisions taken under delegated powers in addition to understanding what can and cannot have action taken under enforcement powers.

**Subjects Covered:**

- National Planning Guidance
- Regional planning guidance
- Development Plan (other planning documents)
- Aligned Core Strategy/local plan
- Decisions taken in line with the above documents
- What is/is not a material planning consideration
- Planning committee process
- Quasi-judicial process
- Lobbying and interests
- Taking decisions on planning grounds
- The importance of mutual respect.

**Dates:**

To be confirmed

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**INDUCTION**

**Subject Area:**

**SOCIAL MEDIA**

**Purpose:**

Social media needs to be an integrated part of a wider marketing and communication strategy which also includes media relations, the website, marketing and advertising, as well as more traditional channels. This programme will give an understanding of how the council uses social media and advise Members on some of the positive ways to use it but also some pitfalls that come with it.

**Subjects Covered:**

- What is social media?
- Why should I use it?
- What are the benefits?
- What is good/bad content?
- What can go wrong?
- What happens if something does go wrong?
- Responsibilities
- Code of conduct
- Training and Support

**Dates:**

To be confirmed

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**ADULT SAFEGAURDING AWARENESS**

**Purpose:**

To enable members to fulfil their duty to safeguard adults at risk and promote their welfare and wellbeing. This training will also provide the knowledge and confidence to identify and report any disclosure, concern, incident or allegation in the appropriate way.

**Subjects Covered:**

- What the types of abuse are
- How to identify them
- Risk factors for increased risk of abuse
- Who can be an abuser
- Barriers to raising concerns
- How to deal with a disclosure
- Case studies
- Roles and responsibilities

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**THE ARMED FORCES COMMUNITY COVENANT**

**Purpose:**

The course explains what the Armed Forces Covenant is and how we can help those who have served their country with their lives.

**Subjects Covered:**

- This module explains the issues that serving and ex-serving personnel face when they leave the Armed Forces such as housing, finance and employment.
- The module also signposts you to where in Broxtowe they can seek guidance.

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**CHILD SAFEGUARDING  
AWARENESS**

**Purpose:**

The course explains what the Armed Forces Covenant is and how we can help those who have served their country with their lives.

**Subjects Covered:**

- To enable members to fulfil their duty to safeguard children at risk.
- To promote welfare and wellbeing.
- To provide the knowledge and confidence to identify and report any disclosure, concern, incident or allegation in the appropriate way.

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

---

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**CHILD SEXUAL EXPLOITATION**

**Purpose:**

To enable members to fulfil their duty to identify and report intelligence and concerns to help reduce incidents of Child Sexual Exploitation and bring perpetrators to justice.

This training will also provide the knowledge and confidence to identify and report any disclosure, concern, incident or allegation in the appropriate way.

**Subjects Covered:**

- The Council's duty and that of all staff and members
- What is meant by Child Sexual Exploitation
- What to look for and how to recognise the signs of control
- To know how and who to make a referral to if you have concerns
- Roles and responsibilities

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

---

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**MODERN SLAVERY AWARENESS**

**Purpose:**

To enable members to fulfil their duty to identify and report intelligence to help reduce incidents of Modern Slavery and bring perpetrators to justice.

This training will also provide the knowledge and confidence to identify and report any disclosure, concern, incident or allegation in the appropriate way.

**Subjects Covered:**

- The Council's duty and that of all staff and members
- What is meant by Modern Slavery and the types of exploitation used
- What to look for and how to recognise the signs of control
- Know how to and who to make a referral to if you have concerns
- Roles and responsibilities

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

---

### Category:

**COMMUNITY SAFETY**

### Subject Area:

**PREVENT AWARENESS**

### Purpose:

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on specified authorities such as NHS trusts, schools, council's and providers of certain services, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty). The Prevent duty came into force on 1 July 2015.

### Subjects Covered:

- To provides the necessary awareness training for members to understand what radicalisation means.
- Why people may be vulnerable to it, know what measures are available to prevent people from being drawn into terrorism
- How to access support for people who may be exploited by radicalising influences.
- To enable members to better understand their role in countering terrorism
- To help members be effective, active and have the confidence to provide intelligence where appropriate

### Dates:

Available on Broxtowe Learning Zone

### Contact Details:

Please ring Head of Governance on extension 3278





# MEMBER

## Development Programme

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**SERIOUS ORGANISED CRIME**

**Purpose:**

To enable members to fulfil their duty to identify and report intelligence to help disrupt Serious Organised Crime Gangs and bring gang members to justice reducing the impact Serious Organised Crime has on residents and businesses in Broxtowe.

This training will also provide the knowledge and confidence to identify and report any intelligence or concern in the appropriate way.

**Subjects Covered:**

- The Council's duty and that of all staff and members
- What is meant by Serious Organised Crime
- What to look for and how to recognise the types of Serious Organised Crime
- How to recognise potential perpetrators of Serious Organised Crime
- Understand your responsibility to report information which may be linked to Serious Organised Crime
- How and who to report to if you have concerns

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring Head of Governance on extension 3278



# MEMBER

## Development Programme

**Category:**

**COMMUNITY SAFETY**

**Subject Area:**

**SECTION 17 – CRIME AND DISORDER  
ACT 1998**

**Purpose:**

To explain the Council's responsibility under Section 17 of the Crime and Disorder Act 1998. On completion participants will be able to explain what Community Safety and Section 17 are, and recognise why they are needed. Participants will also understand how crime is prevented and how crime prevention fits into the Council's various service areas.

**Subjects Covered:**

- What is Section 17?
- What is Community Safety?
- How is crime prevented?
- What are the Council's responsibilities under the Act?

**Dates:**

Available on Broxtowe Learning Zone

**Contact Details:**

Please ring the Communities Officer on extension 3744