



Broxtowe
Borough
COUNCIL

Member Development Programme 2024/25

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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 2024/25.

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.



Leader of the Council
Councillor Milan Radulovic MBE



Councillor Greg Marshall
Portfolio Holder for Resources and Personnel Policy

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 Democratic Services 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 briefing service with the latest digested news for local government sent via email.
- Skills workshops delivered in-house, online and face to face on areas such as Chairing skills, Time management and Presentation skills
- Networking sessions with Scrutiny and Councillor Development.
- 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:

Information on courses is available on the Local Government Association website.

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/Cabinet
- Portfolio Holders Responsibilities
- Declaration of Interests
- Managing a meeting as Chair / Vice Chair
- Voting Process (including "for" / "against" / "abstain" / amendments)
- Responsibilities of each Committee/Cabinet (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:

Dates to be confirmed

Contact Details:

Please ring Head of Democratic Services on Ext 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
- An understanding of the Licensing Act 2003
- An understanding of the Gambling Act 2005

Dates:

Members to be briefed prior to attendance at the Committee in accordance with the Constitution, or following legislative change.

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



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 Licensing 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 councillor when making licensing representation

Dates:

Members to be briefed prior to attendance at the Committee in accordance with the Constitution, or following legislative change.

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

FINANCE

Subject Area:

**INTERNAL AUDIT AND RISK
MANAGEMENT**

Purpose:

To outline the 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 Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



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 Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



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 Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

HOUSING

Subject Area:

HOUSING REPAIRS

Purpose:

To give Members a better understanding of the work of the Housing Repairs Service.

Subjects Covered:

- Housing repairs Structure
- Repairs Contact Centre
- Process for Housing Repairs
- Void Processes for empty properties
- Improvements to the Service
- Tenant Satisfaction
- Housing Improvement Board
- Disrepair

Dates:

To be confirmed

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



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. This is mandatory for Members to be able to sit on the Planning Committee.

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:

Members to be briefed prior to attendance at the Committee in accordance with the Constitution, or following legislative change.

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

COMMUNITIES

Subject Area:

COMMUNITY SAFETY BRIEFING

Purpose:

To update Members on Community Safety in the Borough.

Subjects Covered:

- Local Recent Crime Data
- Hot Spots and Threats
- Priorities
- Response and Operations
- Community Safety

Dates:

9 October 2024 6pm Council Offices

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

LICENSING

Subject Area:

LICENSING TRAINING

Purpose:

Annual Meeting of the Nottinghamshire Association of Licensing Group. Opportunity to learn about new legislation changes, best practice and Network Opportunities.

Subjects Covered:

- Details to be confirmed

Dates:

17 September 2024 at The Hostess, Sookholme, Mansfield.

Contact Details:

Please contact Head of Democratic Services on extension 3278 or email committees@broxtowe.gov.uk to book a place.



MEMBER

Development Programme

Category:

RESOURCES

Subject Area:

STRATEGIC THINKING

Purpose:

Creative, strategic thinking is massively important to a politically led and fast-changing organisation. That's why we're taking you beyond the buzzwords and confusing jargon to focus on how to think strategically and apply that mindset to a coherent vision for your organisation's future. Get the tools you need to influence your team and implement your plans in this highly interactive training.

Subjects Covered:

- Understand strategic thinking and how it's used in your organization
- Learn the difference between strategic thinking and strategic planning
- Develop a strategic approach to change with practical tools and techniques

Dates:

17 September 2024 and 5 November 2024 online via Zoom

Contact Details:

Please ring Head of Democratic Services on extension 3278 or Committees@broxtowe.gov.uk to book a place.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

**NEWLY ELECTED COUNCILLOR
ESSENTIALS**

Purpose:

For Members that have just been elected or any Member who wishes to refresh their understanding of local government. Join other newly elected Councillors as we explore the essential knowledge and skills you will need to excel in your new role. You will come away from the session feeling more confident as you navigate the complex world of local government, tips and techniques to contribute more effectively to scrutiny session and Council-decision making, know how to find the resources to support you and be better able to represent your Constituents and address their concerns.

Subjects Covered:

- The local government landscape: understand the local government system, key legislation, council structure and the part you play.
- Core responsibilities and skills: including effective representation, good scrutiny, and the importance of building relationships across the Council.
- How to access resources and support: discover valuable tools, training opportunities, and networks to help you succeed.
- Looking after your constituents and yourself. An introduction to casework, resilience and safety.

Dates:

24 September 2024 online via Zoom 9.30am-11.30am

Contact Details:

Please ring Head of Democratic Services on extension 3278 or Committees@broxtowe.gov.uk to book a place.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

QUESTIONING SKILLS FOR SCRUTINY

Purpose:

Asking questions and actively listening is, of course, a crucial skill for elected members. But this is most intensely highlighted when it comes to scrutiny, probing, and questioning in a local authority. This engaging training will keep you on the edge of your seat in anticipation while providing comprehensive tools and frameworks to implement moving forward. This programme has been developed for Councillors who want to develop their questioning skills particularly related to scrutiny.

Subjects Covered:

- Distinguish between poor practice and good practice questions
- Develop helpful and communicative active listening skills
- Learn how to avoid common questioning mistakes

Dates:

8 October 2024 9.30am -11.30am online via Zoom

Contact Details:

Please ring Head of Democratic Services on extension 3278 or Committees@broxtowe.gov.uk to book a place.



MEMBER

Development Programme

Category:

**ICT AND CORPORATE
RESOURCES**

Subject Area:

CYBER SECURITY

Purpose:

To provide Members basic cyber security awareness and how to protect yourself from cyber-crime.

Subjects Covered:

- Defending yourself against Phishing attacks
- How to create strong passwords
- Securing your devices
- How to report an incident

Dates:

October - face to face. Date to be confirmed.

Contact Details:

Please ring Head of ICT and Corporate Services on extension 3355 for further details.



MEMBER

Development Programme

Category:

ENVIRONMENT

Subject Area:

WASTE AND RECYCLING

Purpose:

(Simpler Recycling and Food Waste)

- To be confirmed

Subjects Covered:

- To be confirmed

Dates:

Date to be confirmed

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

ENVIRONMENT

Subject Area:

THE NATURAL ENVIRONMENT

Purpose:

(Bio Diversity Net Gain and LNR)

- To be confirmed

Subjects Covered:

- To be confirmed

Dates:

Date to be confirmed

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email

Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

COMMUNICATIONS

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 Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

**LOCAL GOVERNMENT FINANCE
ESSENTIALS- LGIU**

Purpose:

The overall objective of this training is to demystify local government finance. The training will consider how the Council receives its funding, how the Council plans, manages and reports its spending and consider how Councillors can effectively engage with their Council's financial decision-making processes.

Subjects Covered:

- Understand how local government finance works and how it impacts on wider council decision-making.
- Understand the various sources of funding available to the council and the constraints, pitfalls and controls on each.
- Understand how the council plans, manages and reports its finances.
- Confront and overcome the barriers of jargon that make finance difficult

Dates:

13 November 2024 9.30am -11.30am online via Zoom

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk to book a place.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

LOCAL GOVERNMENT ASSOCIATION

Purpose:

An online workbook designed for distance learning aid. Provides insight and assistance with key skills. Completing modules on the free e-learning platform will deepen your knowledge of local government and help you to build the leadership skills you need to work effectively with communities.

Subjects Covered:

- create a bespoke learning programme
- choose the modules most relevant to your individual needs and interests
- fit your learning around all of your other commitments.

Some of the modules listed include:

- Audit Committee
- Biodiversity for Councils
- Community engagement and leadership
- Equality, Diversity and Inclusion
- Influencing Skills
- The effective Ward Councillor

[Councillor e-learning | Local Government Association](#)

Dates:

Free to complete in your own time.

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

THE LOCAL GOVERNMENT ASSOCIATION(LGA) ANNUAL CONFERENCE AND EXHIBITION

Purpose:

The Local Government Association (LGA) will hold its Annual Conference and Exhibition, at the Harrogate Convention Centre between October 22 to 24, 2024. It is an event which is hugely valued by our members. It will provide a perfect opportunity for the local government family to come together after the General Election and discuss the opportunities and challenges that lie ahead.

Subjects Covered:

Dates:

22-24 October 2024 Harrogate

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

CHAIRING SKILLS

Purpose:

Improve how you chair meetings and learn easy-to-implement techniques to manage participation. Master the technology and processes around online meetings and gain confidence in how you navigate challenging situations that may arise. We'll also touch on team dynamics and how to facilitate productive and engaging sessions.

Subjects Covered:

- Identify the skills and approaches needed to chair a meeting effectively
- Develop a meeting protocol and understand how to manage conflict appropriately
- Learn how to encourage quieter participants to speak up and how to manage overly talkative participants.

Dates:

10 September 2024 and 26 November 2024

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

HEALTH AND SAFETY IN THE COMMUNITY

Purpose:

To make Members aware of issues in the Community and to avoid taking unnecessary risks.

Subjects Covered:

- Risk Assessments
- Working alone
- Personal Protection Equipment for Sites

Dates:

Date to be confirmed

Contact Details:

Please ring Head of Democratic Services on extension 3278 for further details.



MEMBER

Development Programme

Category:

MEMBER DEVELOPMENT

Subject Area:

DELIVERY OF THE NEW CORPORATE PLAN 2024-2029

Purpose:

To enable Members to have an understanding of how the Corporate Plan 2024-2029 and objectives will be delivered and how the Council will meet any future challenges alongside how the Council will work with the new East Midlands Combined Authority and further collaboration with the recently elected Police and Crime Commissioner.

Subjects Covered:

Dates:

Date to be confirmed.

Contact Details:

Please ring Head of Democratic Services on extension 3278 or email Committees@broxtowe.gov.uk for further details.