



Member Development Group

Tuesday, 26 March 2024

Draft Training Programme 2024/25

Report of the Service Manager – Corporate Services

1. Purpose of report

1.1. Contained within the Terms of Reference for Member Development Group are the following specified roles:

- Creating an environment that encourages self-development and continuous learning.
- Identifying, delivering and evaluating learning and development opportunities for all Councillors.

1.2. This report presents a draft training programme for Councillors' for the year 2024/25.

2. Recommendation

It is RECOMMENDED that Member Development Group:

- a) considers the questions outlined in Paragraph 4.5; and
- b) approves the Councillors' Training Programme 2024/25.

3. Reasons for Recommendation

Learning and Development is an essential part of being a Councillor. The Member Development Group has been set up to advise and direct Councillor Learning and Development.

4. Supporting Information

4.1. The purpose of training for Councillors is to:

- Increase their understanding of a specific subject and understand their own / the Council's responsibilities.
- Increase their skills in a particular area enabling them to be more effective in their roles as Councillors.
- Increase their confidence as Councillors in key areas of their role.
- To reduce the risk for Councillors and the Council in taking decisions and performing their duties effectively.

- 4.2. A programme for Councillor training has been drafted and is available for the Member Development Group to consider at Appendix One.
- 4.3. This programme of training sessions will run alongside the e-learning modules that are available throughout the year. Additional training may be offered on an ad-hoc basis as needs are identified or as external training opportunities become available.
- 4.4. The budget for Councillors' training in 2024/25 is £4,000.

Questions to prompt discussion

- 4.5. Member Development Group is asked to consider:
- Do the proposed training sessions meet the Councillor needs as we understand them at the present time?
 - Does the Group know of any additional areas in which training would be beneficial at this time?
 - Does the Group have any comments to make about the timing or format of training that officers could take into account when organising sessions?
 - What does good engagement in training for Councillors look like?

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Background papers available for Inspection:	Councillors Learning and Development Policy – July 2021
List of appendices:	Appendix One – Draft Training Programme 2024/25

Appendix One

Draft Councillor Training Programme 2024/25

The Council has a duty to ensure that Councillors are able to access training that enables to undertake their roles both within their communities as community leaders and also as a member of Rushcliffe Borough Council. The [Councillors' Learning and Development Policy](#) was approved by Council in July 2021.

Following the Borough Council election in May 2023, a comprehensive induction programme was delivered followed by 22 face-to-face training session and a suite of e-learning modules. The following training sessions have been organised for 2024/25. E-learning modules remain available throughout the year.

Topic	Who	Type of training	Format of training
Understanding Licensing Committee (repeat)	External – Institute of Licensing	Essential for members of the Licensing Committee	Face-to-face / online
Effective Meetings and Chairing Skills (scrutiny)	Internal – Charlotte	Essential for all scrutiny chairs and vice chairs (or those hoping to take up those positions in future years)	Face-to-face
Equality and Diversity	External - Baikie-Wood Consultancy via East Midlands Councils	Essential for all councillors	Online
Updates for Planning Committee Members	External – No5 Chambers	Essential for all Councillors	Face-to-face
Understanding the role of the officer and getting the best out of relationships with officers	External - LGA	Essential for all Councillors	Face-to-face / online
Budget 2025/26	Internal Peter Linfield/Sarah Whittaker	Essential for all Councillors	Face-to-face

Treasury Management	Internal / External – Peter Linfield/Sarah Whittaker and Arlingclose	Essential for members of Governance Scrutiny Group / Desirable for all Councillors	Face-to-face
Understanding and making the most of motions at Council (repeat)	Internal – Kath Marriott and Gemma Dennis	Essential for Councillors wishing to propose motions Desirable for all Councillors	Face-to-face
Dementia Awareness	External – Gwyneth Owen	Desirable	Face-to-face
Retrospective Planning Applications	Internal – Helen Knott	Desirable	Face-to-face
Personal safety and dealing with online abuse and intimidation	External – LGA	Desirable	Face-to-face / online
Understanding domestic violence and the Council's role in supporting victims of domestic violence	External – Equation	Desirable	Online
Effective Communication – speaking in public	External – Nelson Training	Desirable	Face-to-face
Care Leavers Policy and Delivery	Internal – Dave Banks	Desirable	Face-to-face
Debating Skills for Councillors – LGA	External – LGA	Desirable	Face-to-face / online
Cyber Security	Internal – Greg Dwyer	Desirable	Face-to-face