

# Elected Member Development Programme 2012 – 2014



# Foreword

---

Caerphilly County Borough Council achieved the Wales Charter for Member Support and Development in 2007. The Wales Charter for Member Support and Development has been developed to provide structure and impetus to the growing body of support services for Elected members within Welsh Local Authorities.

This programme has been developed based on a Training Needs Analysis Questionnaire that was completed by Members to suit their training needs and requirements. The training programme is designed to support Members during 2013 and 2014.

All Members are encouraged to participate fully in their continuing development.

---

## Registering for Modules:

If you are interested in attending any of the training and development opportunities outlined in this booklet or have any queries, please contact Charlotte Evans on **01443 864210** or email: [evansca1@caerphilly.gov.uk](mailto:evansca1@caerphilly.gov.uk) or Jonathan Jones on **01443 864242** or email: [jonesj16@caerphilly.gov.uk](mailto:jonesj16@caerphilly.gov.uk)



# Contents

---

• Presentation Skills and Public Speaking (Part 1) An Introduction	4
• Presentation Skills and Public Speaking (Part 2) Advanced	5
• Managing Constituency Case Work	6
• Chairing Skills	8
• Social Media Skills	9
• Creative Thinking	10
• The Council's Constitution	7
• Community Leadership	11
• Managing Conflict	12
• Financial Regulations	13
• Performance Management	14
• Assertiveness	15
• Freedom of Information and Data Protection	16
• Equalities and Diversity	17
• Module Time table	18/19



# Presentation Skills and Public Speaking (Part 1) An Introduction

---

## Date of Training:



**4<sup>th</sup> March 2013 at 5pm**  
Sirhowy Room, Ty Penallta

## Facilitator:



**Tudor Williams, DTD Training**

## Brief:



As County Councillors, there is often a requirement to make presentations at meetings. This course aims to provide members with the skills to ensure that they are confident with key responsibilities, associated with making effective presentations and that they can identify with the key elements that underpin an effective presentation.

## Duration:



3 hours

## Objectives:



The session aims to enable members to:

- Identify key areas where presentations are likely to be made.
- Identify the reasons for presentations.
- Set clear objectives.
- Prepare notes, materials and visual aids.
- Understand appropriate body language and confidence.
- Understand appropriate delivery.
- Deal with questions and close effectively.

# Presentation Skills and Public Speaking (Part 2) Advanced

---

## Date of Training:



**18<sup>th</sup> March 2013 at 5pm**  
Rhydney Room, Ty Penallta

---

## Facilitator:



**Tudor Williams, DTD Training**

---

## Brief:



As County Councillors, there is often a requirement to make presentations at meetings. This course aims to improve member's skills to ensure that they are confident with key responsibilities, associated with making effective presentations and that they can identify with the key elements that underpin an effective presentation.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Identify key areas where presentations are likely to be made.
- Identify the reasons for presentations.
- Set clear objectives.
- Prepare notes, materials and visual aids.
- Understand appropriate body language and confidence.
- Understand appropriate delivery.
- Deal with questions and close effectively.

# Managing Constituency Casework

---

## Date of Training:



**25<sup>th</sup> March 2013 at 5pm**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Ian Bottrill, IDEA**

---

## Brief:



County Councillors have a great deal of responsibility with commitments at Council Meetings and the workload from constituents. The session aims to offer members a blend of effective management skills for casework and a guide to resolving constituency correspondence and problems

---

## Duration:



3 hours

---

## Objectives:

The session aims to enable members to:

- Have developed skills to manage their time
- Have developed skills to prioritise workloads



# The Council's Constitution

---

## Date of Training:



Date to be confirmed.....

---

## Facilitator:

**Dan Perkins**, Head of Legal Services



---

## Brief:



The Councils Constitution sets out how our organisation operates, how decisions are made and the procedures that are followed to ensure that these decisions are efficient, transparent and accountable to local people.

Although the law requires some of these procedures, others are a matter for us to choose. Councillors also require clear guidelines to enable them to work confidently within the boundaries set by the government and the reasonable expectations of the public.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Understand the rules and procedures within the council.
- Understand the operation of Council meetings.
- Made aware of the Council Scheme of Delegations.
- Understand the Members Code of Conduct.

# Chairing Skills

---

## Date of Training:



- **17<sup>th</sup> April 2013 at 2pm**  
Ebbw Room/ Chamber, Ty Penallta
- **17<sup>th</sup> April 2013 at 5pm**  
Ebbw Room/ Chamber, Ty Penallta

---

## Facilitator:



**Clare Forrest, WLGA**

---

## Brief:



This session has been designed to assist Scrutiny Chairs and Vice Chairs to explore the skills they need for the role, assess their own Performance and consider how they might improve their performance or develop in the role.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Understand the purpose and types of meetings both within and outside of the Authority
- Understand and be able to demonstrate the role of the effective chair
- Confidently manage meetings
- Manage the behaviour of members at meetings
- Deal effectively with any problems or conflict which may arise
- Understand and enforce any legal requirements applying to the meetings that they chair



# Social Media Skills

---

## Date of Training:



- **29<sup>th</sup> April 2013 at 10am**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Kevin O'Keefe**, Solicitor, WLGA

---

## Brief:



To provide Members with the skills and knowledge to feel at ease with Social Media and use social networking in a responsible, lawful manner. Members will discover how to communicate important messages to their electorate through social media, as well as additional feedback to help them keep in touch with community views.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Identify the different types of Social Media
- Have a clear understanding of the uses of Social Media
- Understand appropriate uses of Social Media and the benefits of its uses

# Creative Thinking

---

## Date of Training:



- **13<sup>th</sup> May 2013 at 5pm**  
Ebbw Room, Ty Penallta

---

## Facilitator:



**John Darke**, Cornerstone Learning Ltd.

---

## Brief:



The session aims to offer practical advice and suggestions in order to think creatively and effectively solve problems.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Identify problems
- Be effective problem solvers
- Think Creatively

# Community Leadership

---



## Date of Training:

- **17<sup>th</sup> June 2013 at 5pm**  
Rhymney Room, Ty Penallta



## Facilitator:

**Ian Bottrill, IDEA.**

## Brief:



County Borough Councillors are the voice of the electors and represent local views and interests in their Electoral area. This session aims to provide Members with an overview of the modern role of the Councillor being a leader, working with local organisations, influencing Council decisions and policies and understanding the Council's complex policy framework.



## Duration:

3 hours

## Objectives:



The session aims to enable members to:

- Understand the roles and responsibilities of a Councillor
- Understand the Council Structure
- Understand the policy framework

# Managing Conflict

---

## Date of Training:



- **15<sup>th</sup> July 2013 at 5pm**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Tudor Williams**, DTD Training.

---

## Brief:



Each day as a Councillor, you will have to balance the needs and interests of your residents, voters, political parties and local council. It is inevitable that conflict will arise and this course aims to assist Members to recognise where conflict arises and outline a range of options to deal effectively with the situation in a confident and competent manner.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Identify where conflict arises
- Recognise and deal with problems
- Examine helpful and hindering behaviours
- Identify verbal and non-verbal aggression

# Financial Regulations

---

## Date of Training:



- **23<sup>rd</sup> September 2013 at 5pm**  
The Chamber, Ty Penallta

---

## Facilitator:



**Nicole Scammell**, Head of Corporate Finance.

---

## Brief:



As a County Councillor, one of the key responsibilities is to make decisions in relation to the Councils budget and spends. Therefore, an understanding of the Councils Financial Regulations are required. This session aims to provide a detailed look at the Councils Financial Regulations.

---

## Duration:



3 hours

---

## Objectives:

The session aims to enable members to:



- Understand the Councils regulations
- Apply this knowledge to budgetary decision making

# Performance Management

---

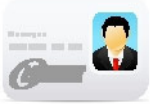
## Date of Training:



- **14<sup>th</sup> October 2013 at 5pm**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Ros Roberts**, Performance Manager.

---

## Brief:



In your role as a Councillor within Local Government and involvement in the Scrutiny process you will require an understanding of the Performance of the Authority and the systems in place to record, monitor and report the authority's performance



## Duration:

3 hours

---

## Objectives:

The session aims to enable members to:



- Understand the requirements for continuous improvement
- Understand the Council's Improvement Process and Corporate Priorities
- Gain an understanding of the Performance Management System
- Understanding the role of elected members in the Performance Management Structure.

# Assertiveness

---

## Date of Training:



- **4<sup>th</sup> November 2013 at 5pm**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Tudor Williams**, DTD Training.

---

## Brief:



Each day as a Councillor, you will have to balance the needs and interests of your residents, voters, political parties and local council. This course aims to provide practical suggestions and skills for handling people and situations assertively.

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Identify Assertive behaviour
- Identify Passive Behaviour
- Identify Aggressive Behaviour
- Identify where assertiveness is required and apply skills/ tools to the situation

# Freedom of Information and Data Protection

---

## Date of Training:



- **13<sup>th</sup> January 2014 at 5pm**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Joanne Jones**, Information Officer

---

## Brief:



The session aims to provide members with information on the Freedom of Information Act and the Data Protection Act. It also aims to provide members with information on the procedures in place within Caerphilly County Borough Council

---

## Duration:



3 hours

---

## Objectives:



The session aims to enable members to:

- Have an understanding of the Freedom of Information Act
- Have an understanding of the Data Protection Act
- Understand the procedures in place within the authority to deal with such requests.



# Equalities and Diversity

---

## Date of Training:



- **17<sup>th</sup> February 2014 at 5pm**  
Rhymney Room, Ty Penallta

---

## Facilitator:



**Anwen Rees**, Equalities Training and Promotions Officer

---

## Brief:



Caerphilly CBC is opposed to discrimination in any form and aims to ensure that all sections of the community have access to and benefit from the full range of services that it provides. The Council must comply with a wide range of legislation and employment regulations in the field of equalities. This session aims to look at the various policies and procedures within the Council for promoting equalities and diversity.



---

## Duration:

3 hours

---

## Objectives:



The session aims to enable members to:

- An understanding of the policies and procedures in place for promoting equalities and diversity

# MEMBER TRAINING AND DEVELOPMENT MODULES

	Subject	Facilitator	Date and Time	Venue
1	Presentation Skills and Public Speaking (Part 1) An Introduction	Tudor Williams, DTD Training	4 <sup>th</sup> March 2013, 5pm	Sirhowy Room, Ty Penallta
2	Presentation Skills and Public Speaking (Part 2) Advanced	Tudor Williams, DTD Training	18 <sup>th</sup> March 2013, 5pm	Rhymney Room, Ty Penallta
3	Managing Constituency Case Work	Ian Bottrill, IDEA	25 <sup>th</sup> March 2013, 5pm	Rhymney Room, Ty Penallta
4	Chairing Skills	WLGA	17 <sup>th</sup> April 2013, 2pm and 5pm	Ebbw Room/ Chamber, Ty Penallta
5	Social Media Skills	WLGA	29 <sup>th</sup> April 2013, 10am	Rhymney Room, Ty Penallta
6	Creative Thinking	John Darke	13 <sup>th</sup> May 2013, 5pm	Ebbw Room, Ty Penallta
7	The Council's Constitution	Dan Perkins/ Gail Williams, CCBC	6 <sup>th</sup> June 2013, 5pm	Chamber, Ty Penallta
8	Community Leadership	Ian Bottrill, IDEA	17 <sup>th</sup> June 2013, 5pm	Rhymney Room, Ty

				<b>Penallta</b>
<b>9</b>	<b>Managing Conflict</b>	<b>DTD Training</b>	<b>15<sup>th</sup> July 2013, 5pm</b>	<b>Rhymney Room, Ty Penallta</b>
<b>10</b>	<b>Financial Regulations</b>	<b>Nicole Scammell/ Richard Harris, CCBC</b>	<b>23<sup>rd</sup> September 2013, 5pm</b>	<b>Chamber, Ty Penallta</b>
<b>11</b>	<b>Performance Management</b>	<b>Ros Roberts, CCBC</b>	<b>14<sup>th</sup> October 2013, 5pm</b>	<b>Rhymney Room, Ty Penallta</b>
<b>12</b>	<b>Assertiveness</b>	<b>DTD Training</b>	<b>4<sup>th</sup> November 2013, 5pm</b>	<b>Rhymney Room, Ty Penallta</b>
<b>13</b>	<b>Freedom of Information and Data Protection</b>	<b>Joanne Jones, CCBC</b>	<b>13<sup>th</sup> January 2013, 5pm</b>	<b>Rhymney Room, Ty Penallta</b>
<b>14</b>	<b>Equalities and Diversity</b>	<b>Anwen Rees, CCBC</b>	<b>17<sup>th</sup> February 2013, 5pm</b>	<b>Rhymney Room, Ty Penallta</b>