

SENIOR COUNCILLOR DEVELOPMENT PROGRAMME FOR CAERPHILLY COUNCILLORS

A Cross Party Programme For Members In Caerphilly Who Hold Or Aspire To Senior Office, To Enable Members To Develop Their Leadership Practice.

Aims

Councillors from all parties and positions will have an opportunity to develop some of the key skills and knowledge required by members in senior positions with a view to optimising performance and progressing within the council.

Structure

The programme will be delivered to cohorts of 15 councillors at a time (minimum numbers for the programme to be run is 10) at a time, over 6 months through a series of Saturday seminars and workshops, guided personal research and reflection, and observed practice. Participants will be expected to take responsibility for their own learning and undertake work between sessions. They will be supported by briefings and workshops from external facilitators outlining national expectations and good practice, and have opportunities to reflect on their own approaches in the light of these. The sessions which will be based at Ty Penallta, will be informal and interactive, delivered in plain language and provide plenty of opportunities for discussion and questions.

Programme Overview

Introduction To The Programme.

An explanation of the aims and structure of the programme and the style of delivery. An opportunity for the participants to express their needs for specific content and style within each theme. Also an opportunity for the sponsors to set out their expectations of the programme. It will also include guidance on how to make the most of the programme, including preparation and personal research. An outline of the support provided by Democratic Services and other Key Officers throughout the programme will also be provided.

Facilitators: Leader, Other Sponsors, Democratic Services and Sarah Titcombe WLGA.

Date and Time: Wednesday 15th July 2015 at 6.00pm – 7.30pm

Duration: 1.5 hours.

Part One

Briefing. Setting The Context: The national political landscape, Welsh Government expectations of Local Government and the associated challenges.

Facilitator: Daniel Hurford (WLGA).

Date and Time: Saturday 12th September 2015 at 9.30am – 1.30pm

Self-Study - Preparation for Part 2. Identify the main challenges of being a cabinet member, how would you approach the job?

Part Two

Workshop. Strategic And Political Leadership: – the effective Cabinet Member - role, relationships (officers and external stakeholders) challenges.

Facilitator: Ian Bottrill.

Date and Time: Saturday 17th October 2015 at 9.30am – 1.30pm

Self Study - Preparation for Part 3. Look at the medium term financial plan. Consider how it was developed, who was consulted? What would you have done differently?

Part Three

Workshop. Finance: Overview of the national financial situation, good practice in medium term financial planning and budget monitoring.

Facilitator: Jon Rae (WLGA)

Date and Time: Saturday 7th November 2015 at 9.30am – 1.30pm

Self study – Preparation for Part 4. Consider the Council’s improvement plan. How was this developed, how were the service improvement plans taken into account. Would you have chosen the same priorities for improvement?

Part Four

Workshop: Performance and Improvement. National requirements for improvement. How to contribute to the Council’s improvement plan and objective setting. The role of the Cabinet and Scrutiny in risk assessment, improvement and performance monitoring.

Facilitators: Daniel Hurford WLGA/Ros Roberts, Performance Manager.

Date and Time: Saturday 12th December 2015 at 9.30am – 1.30pm

Self study - Preparation for Part 5. Complete the Charing Module on the Wales e learning Academy

Part Five

Personal Skills 1: Charing Skills

Workshop. Good Practice And Challenges In Charing Managing Meetings Effectively.

Facilitators: Sarah Titcombe WLGA and Cath Forbes- Thompson, Scrutiny Research Officer .

Date and Time: Saturday 16th January 2016 at 9.30am – 1.30pm

Self study - Practice from part 5. Charing with observation and feedback - including observation of other chairs on LA Webcasts and observation of colleagues with feedback.

Part Six

Personal Skills 2: Public Speaking

Workshop. How To Speak Confidently And Effectively In A Variety Of Contexts Including Media Interviews.

Facilitator: Melanie Doel.

Date and Time: Saturday 6th February 2016 at 9.30am – 3.30pm (this full day session will include work on camera).

Self Study - Making a speech. Observation and feedback

Debrief

Addressing any loose ends identified by participants and further questions arising. Identifying any further development needs, programme evaluation and potential changes for roll out to next cohort.

Facilitator: Sarah Titcombe (WLGA)

Date and Time: Thursday 10th March 2016 at 6.00pm – 7.30pm