

Elected Member Development Programme 2015 – 2017



Foreword

Caerphilly County Borough Council achieved the Wales Charter for Member Support and Development in 2007. The Wales Charter for Member Support and Developed 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 2015 and 2017.

For the first time this programme will also offer e-learning modules through the All Wales Academy (**awa.learningpool.com**). Modules will be available from July 2015 onwards for a variety of platforms including desktops, laptops and tablets.

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 Emma Sullivan on **01443 864420** or email: sullie@caerphilly.gov.uk or Jackie Davies on **01443 863019** or email: daviej3@caerphilly.gov.uk



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Effective Communications and the Changing Digital Landscape

Date of Training:



23rd September 2015 at 5.00pm
Sirhowy Room, Ty Penallta

Facilitator:



Stephen Pugh, Communications Manager

Brief:



The successful Councillor needs to be able to communicate effectively using a variety of media. This course will help Members better understand the new digital media landscape, consider how audiences receive their news and information in the 21st Century, discuss the pros and cons of using social media to communicate and engage with residents and how to 'future proof' effective communications.



Duration:

2 hours

Objectives:



The session aims to enable members to:

Better understand the new digital media landscape

How social media can be used to communicate and engage with residents

The pros and cons of using social media

Equalities and Diversity

Date of Training:



21st October 2015 at 5.00pm
Rhymney Room, Ty Penallta

Facilitator:



David Thomas, Senior Policy 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:

Have an understanding of the policies and procedures in place for promoting equalities and diversity

Negotiating and Influencing Skills (With the Community and Officers)



Date of Training:

24th November 2015 at 5.00pm
Sirhowy Room, Ty Penallta



Facilitator:

Ian Bottrill, IDEA



Brief:

This training session will focus on the importance of negotiating and influencing in the work of Councillors, especially in these days of increasing community engagement and partnership working. It will be a very practical session with plenty of opportunity for participants to consider how they use influencing skills in their work and how they go about negotiating the best deal they can for constituents. It will most definitely not be a lecture. Some time will be spent considering the ways in which 'influence' differs from power and how on occasion it can be more effective in negotiations.



Duration:

3 hours



Objectives:

The session aims to enable members to:

Gain a clearer understanding of the role of influencing and negotiating in their council work

Consider some 'role models' in terms of famous 'influencers'

Consider their preferred 'influencing style' and how they can use this most effectively

Develop 'best practice' tips on how to become a more effective influencer' and negotiator and also to consider what to avoid doing.

New Thinking in Performance Management

Date of Training:



- **1st February 2016 at 5.00pm**
Sirhowy Room, Ty Penallta

Facilitator:



Ros Roberts, Performance Manager

Brief:



Do you have access to a lot of data but feel you never really get to the heart of the story?
Do targets, comparisons and league tables really drive improvement?
Do plans bring real improvement or are they about control?
Do change initiatives actually change anything?
Does 'dress down Friday' really increase morale and improve productivity?
Is writing reports in place of action?
In short – is the current way of managing performance working?
W.E. Deming (1900-93) management thinker and author tells us that we, mankind invented the current management system so it is not fixed – we can change it. But what do we change it to? And how?

Duration:



3 hours

Objectives:



This short interactive session introduces you to a new way to understand performance. It can be thought provoking and will challenge why today's current performance management practice is not working as well as it should.

You will understand that change comes from studying the work, not through tools and projects and that the systems that are put in place, have the biggest effect on performance, not the people doing the work. It will also help you to know what the right questions are to ask and how you can take part in a better way to improve the performance of the organisation.

Public Speaking and Presenting to an Audience

Date of Training:



- **4th April 2016**
Sirhowy Room, Ty Penallta

Facilitator:



Melaine Doel

Brief:



Introduce new Members to the advantages of webcasting and how best to appear on screen and provide a refresher and update for existing Members on how to get their message across effectively. The session will provide essential tips on how Members should present themselves to audiences of all sizes and in meetings and how to engage with their audience.

Duration:



3 hours

Objectives:



The session aims to enable Members to feel more comfortable, confident and in control when appearing before an audience.

Ethics and Standards

Date of Training:



- **Module Available From: 27th July 2015**

Facilitator:



All Wales Academy

Brief:



This module will help Members understand the importance of the ethical framework and Code of Conduct. Over the course of the module you will cover the concept of ethical governance, declaring an interest, how the code is policed and what happens if you breach the code. A number of scenarios, case studies and questions will be used to check your understanding and links to further information and guidance will also be provided.

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Duration:



To Suit the Learner

Objectives:



The session aims to enable members to understand the importance of ethical governance.

Effective Ward Councillors



Date of Training:

- **Module Available From: August 2015**

Facilitator:



All Wales Academy

Brief:



You may have been recently elected as a Councillor, or may have been in the role for a while. Whatever your situation, this module aims to prompt you to think about your wards and challenge your current approaches to see if you can make any improvements. Throughout the module there will be examples from two Councillors that may help you to reflect on your situation.



Duration:

To Suit the Learner

Objectives:



The session aims to enable members to challenge current approaches to ward work.

Facilitation and Conflict Resolution

Date of Training:



- **Module Available From: 27th July 2015**

Facilitator:



All Wales Academy

Brief:



This module will provide you with an understanding of the principles behind facilitation and conflict resolution and the importance of this in the communities you serve. Helping some community groups finding mutually acceptable solutions may be a new experience for them and the challenge for you will be to get them to agree on common ground.

Duration:



To Suit the Learner

Objectives:



Through the course of this module you will see examples of different conflict situations that should help you determine the best approach for handling the conflict situations that you may face.

Chairing Meetings



Date of Training:

- Available from July 2015

Facilitator:



All Wales Academy

Brief:



A vital part of your role as a Councillor is the chairing of various types of meetings, from public meetings and partnership boards to formal council committees. Here you will lead some of the basic skills required for the task, as well as a selection of valuable tips to help you through potentially sticky moments.

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Duration:

To suit the Learner

Objectives:



Using case studies at the Council of the virtual town of Pen-y-Cwm, this module will walk you through the process step-by-step, from the preparation you will need to undertake through running the meeting and then voting and drawing the meeting to a close.

MEMBER TRAINING AND DEVELOPMENT MODULES

	Subject	Facilitator	Date and Time	Venue
1	Effective Communications and the Changing Digital Landscape	Stephen Pugh	5:00pm – Wednesday 23rd September 2015	Sirhowy Room Penallta House
2	Equalities and Diversity	David Thomas	5:00pm – Wednesday 21st October 2015	Rhymney Room Penallta House
3	Negotiating and Influencing Skills (with the Community and Officers)	Ian Bottrill (IDEA)	5:00pm – Tuesday 24th November 2015	Sirhowy Room Penallta House
4	New Thinking In Performance Management	Ros Roberts	5.00pm - Monday 1st February 2016	Sirhowy Room Penallta House
5	Public Speaking and Presenting to an Audience	Melaine Doel	5:00pm – Monday 4th April 2016	Sirhowy Room Penallta House
6	Ethics and Standards	All Wales Academy	To Suit The Learner	awa.learningpool.com
7	Effective Ward Councillors	All Wales Academy	To Suit The Learner	awa.learningpool.com

8	Facilitation and Conflict Resolution	All Wales Academy	To Suit The Learner	awa.learningpool.com
9	Chairing Skills	All Wales Academy	To Suit The Learner	awa.learningpool.com