

Elected Member Development Programme 2018 – 2020



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 2018 and 2020.

This programme will also offer e-learning modules through the All Wales Academy (**learning.wales.nhs.uk**). Modules are available 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 Jackie Davies on **01443 863019** or email: daviej3@caerphilly.gov.uk or Joy Thomas on **01443 8634360** or email: thomj@caerphilly.gov.uk

If you would like to register for the e-learning modules, please contact Jackie Davies or Joy Thomas, please note you will need a valid e-mail address for us to be able to set up your 'log-in' details.



Contents

- Introduction to Chairing Skills.....
- Holding Effective Pre-Meetings.....
- Importance of Questioning Skills.....
- Performance and Improvement.....
- Equalities and Diversity.....
- Advanced Chairing Skills.....
- Communication, Influencing and Negotiating Skills.....
- Introduction to Public Speaking.....
- Advanced Public Speaking/Media.....
- Strategic Thinking and Regional Working.....
- **The Effective Ward Councillor.....**
(e-learning module)
- **Decisions for Future Generations.....**
(e-learning module)



Introduction to Chairing Skills

Date of Training:



17th September 2018 at 5.00pm

Facilitator:



Sarah Titcombe - WLGA

Brief:

This will include practical advice and skills for those chairing meetings for the first time or aspiring to become Committee Chairs.



Duration:



2 hours

Objectives:

The session will provide examples of good practice and encourage members to consider their own performance as chairs and vice chairs



Holding Effective Pre-meetings



Date of Training:
15th October 2018 at 5.00pm



Facilitator:
APSE Training

Brief:



Practical advice for getting the most of pre-meeting time for Chairs and Vice Chairs



Duration:
2 hours



Objectives:

The sessions will enable Chair and Vice Chairs to develop the skills required to effectively use pre-meeting time.

- Pulling together discussion into cohesive questioning
- Encouraging engagement and supporting and valuing colleagues contributions
- Identifying challenging themes and finding pathways to constructive scrutiny

Importance of Questioning Skills



Date of Training:
12th November 2018 at 5.00pm

Facilitator:
Ian Bottrill



Brief:
Practical advice on how to prepare and approach your role as scrutineer, questioning and listening techniques and how to apply them and devising key lines of enquiry



Duration:
2 hours

Objectives:



- Develop a better understanding of the role of scrutiny and the skills required to be an effective scrutineer
- Develop questioning and listening techniques
- Understand the importance of meeting preparation
- How to draw out information by utilising effective questioning skills
- The use of open and positive questions

Performance and Improvement



Date of Training:

Monday, 11th February 2019

Facilitator:



Ros Roberts, Performance Management

Brief:

What is Performance and what is the purpose of it?
How it works in CCBC (the framework)
What does it have to do with Members?



Duration:

2 hours



Objectives:

The session aims to help 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
- understand the role of elected members in the Performance Management Structure

Equalities and Diversity



Date of Training:
Monday 18th March 2019 at 5.00pm

Facilitator:

Anna Morgan of Red Shiny Apple



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:



2 hours



Objectives:

The session aims to enable members to gain an understanding of the policies and procedures in place for promoting equalities and diversity

Advanced Chairing Skills



Date of Training:

Monday 8th April 2019 at 5.00pm

Facilitator:



Ian Bottrill

Brief:

Will include practical advice for those already chairing meetings that wish to further develop their skills base



Duration:

3 hours



Objectives:

The session aims 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 performance and develop in the role.

Communication, Influencing and Negotiating Skills

Date of Training:



Monday 10th June 2019 at 5.00pm

Facilitator:



Ian Bottrill

Brief:



Will include practical advice and suggestions for handling situations in which negotiations are necessary

The training will focus on the importance of negotiating and influencing in the work of Councillors



Duration:

3 hours

Objectives:



The session aims to enable members to:

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

Consider preferred influencing styles and how they can be used most effectively

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

Introduction to Public Speaking



Date of Training:

Monday, 23rd September 2019 at 5.00pm



Facilitator:

Mel Doel



Brief:

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. It will include practical advice and skills on how to get your message across effectively.



Duration:

3 hours



Objectives:

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

Advanced Public Speaking/Media



Date of Training:

Monday 27th January 2020 at 5.00pm

Facilitator:



Mel Doel

Brief:

The course aims to improve members' skills to ensure that they are confident with key responsibilities associated with making effective presentations.



Duration:

3 hours



Objectives:



The session aims to provide members with practical advice on how to speak confidently and effectively in a variety of contexts including media interviews

Strategic Thinking and Regional Working



Date of Training:
Monday 8th June 2020 at 5.00pm



Facilitator:
Daniel Hurford - WLGA



Brief:
Practical advice on how to think on a more strategic level and understand the benefits and challenges of working on a regional footprint



Duration:
3 hours



Objectives:

By the end of the session participants will be able to: -

- Understand and appreciate the wider strategic implications of decision making
- Recognise the challenges of regional working and identify the benefits
- Understand the context of the national political landscape, Welsh Government expectations of Local Government and how regional working fits into this picture.

The Effective Ward Councillor



Date of Training:

To suit the learner



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

Duration:



Approximately 70 minutes to complete the module and associated activities



Objectives:

Participants will be able to: -

- Understand the roles and responsibilities of a Ward Councillor
- Time management techniques
- Utilising resources available
- Ward Surgeries
- Practical tips and skills

Decisions for Future Generations



Date of Training:

To suit the learner



Facilitator:

All Wales Academy

Brief:



This module will introduce you to the importance of making sustainable decisions in the interests of Future Generations. It will tell you everything about the Act in 2015, what it is, how it is going to work and your responsibilities.



Duration:

Approximately 45 minutes

Objectives:



Participants will be able to develop a greater appreciation and understanding of the Wellbeing of Future Generations Act and how to take this into consideration in today's decision making.

MEMBER TRAINING AND DEVELOPMENT MODULES

	Subject	Facilitator	Date and Time	Venue
1	Introduction to Chairing Skills	Sarah Titcombe (WLGA)	5.00pm Monday 17 th September 2018	Sirhowy Room Penallta House
2	Holding Effective Pre-Meetings	APSE Training	5.00pm Monday 15 th October 2018	Sirhowy Room Penallta House
3	Importance of Questioning Skills	Ian Bottrill (Learning for Leadership Cymru)	5.00pm Monday 12 th November 2018	Sirhowy Room Penallta House
4	Performance and Improvement	Ros Roberts	5.00pm Monday 11 th February 2019	Sirhowy Room Penallta House
5	Equalities and Diversity	Anna Morgan (Red Shiny Apple)	5.00pm Monday 18 th March 2019	Sirhowy Room Penallta House
6	Advanced Chairing Skills	Ian Bottrill (Learning for Leadership Cymru)	5.00pm Monday 8 th April 2019	Sirhowy Room Penallta House
7	Communication, Influencing and Negotiating	Ian Bottrill (Learning for Leadership Cymru)	5.00pm Monday 10 th June 2019	Sirhowy Room Penallta House
8	Introduction to Public Speaking	Mel Doel	5.00pm Monday 23 rd September 2019	Sirhowy Room Penallta House

9	Advanced Public Speaking/Media	Mel Doel	5.00pm Monday 27 th January 2019	Sirhowy Room Penallta House
10	Strategic Thinking and Regional Working	Daniel Hurford (WLGA)	5.00pm Monday 8 th June 2020	Sirhowy Room Penallta House
11	The Effective Ward Councillor	All Wales Academy	To suit the learner	learning.wales.nhs.uk
12	Decisions for Future Generations	All Wales Academy	To suit the learner	learning.wales.nhs.uk