

Appendix B – Ongoing Member Development Plan – Final Draft Version

Type and Date	Development Task	Delivery	Attendance
LGA Elective Cycle 1 20 May 2021 to 22 July 2021	COUNCILLOR INDUCTION - INTRODUCTION - LGA introduction to 'how councils work' - Tips and pointers to newly elected councillors	LGA e-learning module and workbook	Required Councillors elected in 2021
Departmental Briefing Cycle 1 - Date TBC	An introduction to the Planning Department and processes	Relevant ELT lead and team	Optional All Councillors
Departmental Briefing Cycle 1 - Date TBC	An introduction to Council Housing	Relevant ELT lead and team	Optional All Councillors
LGA Elective Cycle 2 23 July 2021 to 21 October 2021	ELECTIVE OPTIONS FROM: - The effective ward councillor - Supporting your constituents with complex issues - Community engagement and leadership - Equality and diversity - Stress management and personal resilience - Facilitation and conflict resolution - Influencing skills - Councillor/officer relations	LGA e-learning module and workbook	Elective Available to all Councillors
LGA Elective Cycle 2 – Date TBC	ELECTIVES WRAP UP AND FEEDBACK SESSION Session to feedback and discuss the LGA elective undertaken during this cycle.	None	Required All Councillors who registered for Cycle 2 elective
Departmental Briefing Session Cycle 2 - Date TBC	Planning Enforcement briefing	Relevant ELT lead and team	Optional All Councillors
Departmental Briefing Session Cycle 2 - Date TBC	Wellbeing Team briefing	Relevant ELT lead and team	Optional All Councillors
LGA Elective Cycle 3 22 October 2021 to 16 December 2021	ELECTIVE OPTIONS FROM: - The effective ward councillor - Supporting your constituents with complex issues - Community engagement and leadership - Equality and diversity - Stress management and personal resilience	LGA e-learning module and workbook	Elective Available to all Councillors

	<ul style="list-style-type: none"> - Facilitation and conflict resolution - Influencing skills - Councillor/officer relations 		
LGA Elective Cycle 3 – Date TBC	ELECTIVES WRAP UP AND FEEDBACK SESSION Session to feedback and discuss the LGA elective undertaken during this cycle.	None	Required All Councillors who registered for Cycle 3 elective
Departmental Briefing Session (Cycle 3 - Date TBC)	Licensing team briefing	Relevant ELT lead and team	Optional All Councillors
Departmental Briefing Session (Cycle 3 - Date TBC)	Housing Benefit & CTS briefing	Relevant ELT lead and team	Optional All Councillors
LGA Elective Cycle 4 17 December 2021 to 17 February 2022	ELECTIVE OPTIONS FROM: <ul style="list-style-type: none"> - The effective ward councillor - Supporting your constituents with complex issues - Community engagement and leadership - Equality and diversity - Stress management and personal resilience - Facilitation and conflict resolution - Influencing skills - Councillor/officer relations 	LGA e-learning module and workbook	Elective Available to all Councillors
LGA Elective Cycle 4 – Date TBC	ELECTIVES WRAP UP AND FEEDBACK SESSION Session to feedback and discuss the LGA elective undertaken during this cycle.	None	Required All Councillors who registered for Cycle 4 elective
Departmental Briefing Session (Cycle 4 - Date TBC)	Elections team briefing	Relevant ELT lead and team	Optional All Councillors
Departmental Briefing Session (Cycle 4 - Date TBC)	Councillor’s role in Emergency Planning and responding to local emergencies	Relevant ELT lead and team	Optional All Councillors
LGA Elective Cycle 5 18 February 2022 to 21 April 2022	ELECTIVE OPTIONS FROM: <ul style="list-style-type: none"> - The effective ward councillor - Supporting your constituents with complex issues - Community engagement and leadership - Equality and diversity 	LGA e-learning module and workbook	Elective Available to all Councillors

	<ul style="list-style-type: none"> - Stress management and personal resilience - Facilitation and conflict resolution - Influencing skills - Councillor/officer relations 		
LGA Elective Cycle 5 – Date TBC	ELECTIVES WRAP UP AND FEEDBACK SESSION Session to feedback and discuss the LGA elective undertaken during this cycle.	None	Required All Councillors who registered for Cycle 5 elective
Departmental Briefing Session (Cycle 5 - Date TBC)	Safeguarding briefing	Relevant ELT lead and team	Optional All Councillors
Departmental Briefing Session (Cycle 5 - Date TBC)	NNDR & Council Tax briefing	Relevant ELT lead and team	Optional All Councillors

Elective Option Detail

Equality and diversity (up to 2 hours) – this module looks at the provisions of the Equality Act and how it applies to members both in a recruitment and community leadership context. The module also looks at how not complying with the Act might lead to issues around discrimination, harassment and victimisation for councillors in their roles

The effective ward councillor (up to 4 hours) – this module looks at the roles of the ward councillor including community leadership, representing local voices, communicating and influencing and managing casework. It gives tips including time management, prioritisation of tasks and the importance of effective communication.

Supporting your constituents with complex issues (up to 3 hours) – this module aims to give councillors an approach to follow to make handling difficult situations easier, considering how to effectively support distressed residents, how to make effective referrals and how to manage the personal impact of helping residents in challenging circumstances.

Community engagement and leadership (up to 3 hours) - this module focuses on how local communities and individuals participate in local democracy – including use of participative democracy, approaches to community governance

- Methods for engaging local communities, what you should know about your community
- What community leadership is, examples of effective community leadership
- Partnership working- different kinds and how to do it effectively
- Questions to prompt thinking about community engagement and leadership in your local area

Stress management and personal resilience (up to 1 hour) – this module examines some of the factors and issues which if not managed effectively can lead to stress and tension in performing the role of councillor. It includes a ‘test your stress’ exercise and provides advice on how to manage stress appropriately

Facilitation and conflict resolution (up to 4 hours)- this module looks at possible causes of conflict and tension in communities and provides some tools and tactics for acting effectively to resolve them where possible

Influencing skills (up to 3 hours)- this module looks at how to be effective in influencing and persuading others, considers councillors’ own personal influencing style and how and when best to use it, and gives consideration to how to change the way others see you as a politician and how to overcome difficulties in influencing effectively.

Councillor/officer relations - this module is an introduction to the respective roles, explains how the roles have changed, and how and why tensions can arise. It also provides tips and techniques on how to deal with difficult situations. This module can be read in conjunction with the member officer protocol within the Constitution.