

Member Development Programme 2023/24



All sessions virtual and at 5.30pm unless otherwise stated

MAY 2023

Tuesday 9 May Welcome Reception

Thursday 11 May 5.00pm – 6.00pm Freedom of Information and Data Protection

Face to Face

Presentation: Suite Room G04, City Hall

The session will explore your legal responsibilities under both pieces of legislation, and what the Council's policies are for dealing with requests that you may receive under both laws. As a data controller for your ward work, it's vital you understand the rules or you could be liable for a fine and prosecution if you breach the Data Protection Act. The session will also give advice on how to keep your constituents' data safe and secure.

Tuesday 16 May IT Introduction

Face to Face

Presentation: Suite Room G04, City Hall

IT introduction – understanding the basic systems Councillors will need to get to grips with plus a short overview of how to help keep what you do online secure from the risk of cyber threats.

Thursday 18 May 5.00pm Full Council Annual Meeting

Monday 22 May Fundamentals of Governance

Aimed at new councillors particularly, this session will provide an overview of the different Council committees and governance structures, how they work and how different types of decisions are made by councillors.

Lead : *Miranda Cannon / Kamal Adatia*

Thursday 25 May Safeguarding – A Members Role

Helping members to understand their role and the role of the council in safeguarding, the referral processes and who to contact. It will increase your knowledge of safeguarding issues relating to both children and adults at risk, to recognise the signs and symptoms of abuse and know what to do if you suspect abuse.

Tuesday 30 May Code of Conduct / Standards

Ensuring Members have a clear understanding of the Councillors' Code of Conduct and how the complaints process operates. The session will touch on things which can place Members at risk in terms of standards, for example the use of social media, as well as the importance of recognising and declaring interests.

Lead : *Kamal Adatia*

JUNE 2023

Thursday 1 June Helping your Constituents and handling enquiries

This session will help you to understand how to manage enquiries and support your constituents including an introduction to using the Councillor Enquiry System (CES).

Monday 5 June Introduction to Council Finance

A guide to the council's finances. With a turnover of just under £1bn per year, this session will explain where the money comes from, where and how it is spent, what restrictions there are on spending and a future view of local government finance.

Lead : *Amy Oliver*

Wednesday 7 June Housing: What a Ward Member needs to know

An introduction to the Housing service. Find out the answers to common questions you as a Member may be asked about housing and the advice, guidance and support you can give to assist.

Lead : *Chris Burgin / Caroline Carpendale*

Tuesday 13 June Ward Engagement

This session will look at the ways in which councillors can engage with constituents and the support the Council provides to assist you in this. It will include an overview of ward meetings and ward surgeries as possible options members can use for engagement.

Wednesday 14 June Planning: What a Ward Member needs to know

An understanding of the general principles of the planning process, planning enforcement and frequently asked questions regarding planning, including what does and doesn't need consent, and how planning relates to other council legislative processes.

Lead : *Grant Butterworth*

Tuesday 20 June Introduction to Scrutiny

Equipping Members with an understanding of the purpose of Scrutiny and how it fits into the decision-making processes of the Council.

Thursday 22 June Adult Social Care

An overview of Adult Social Care, how we support people in Leicester and the kind of advice and guidance members can give to help constituents with enquiries.

Lead : Ruth Lake

Monday 26 June Be Smart, Stay Safe - Personal Safety Awareness for Councillors

A short awareness session exploring personal safety risks and providing Members with an understanding of how to minimize risks and handle issues such as confrontational situations. Including Councillors' safety with regard to home visits and ward surgeries.

Wednesday 28 June Licensing: What a Ward Member needs to know

To inform new and returning Members on how to handle a range of licensing queries including how to make formal representations. Topics covered include alcohol and entertainment licensing, taxi Licensing, general licensing and participating in Hearings/procedural fairness.

JULY 2023

Tuesday 4 July How Council Meetings Work

Helping Members to understand the application of Council Procedure Rules and protocols. Topics covered include types of Council meeting, rules of deputations, petitions and public questions/motions and amendments/rules of debate/voting.

Lead : Kamal Adatia

Thursday 6 July 5.00pm FULL COUNCIL

Monday 10 July Transport and Highways Overview

This session gives a City-wide overview of services and projects and also focusses on neighbourhood initiatives. It includes areas such as transport and street scene improvement projects, local highway issues, flooding and street lighting.

Lead : Daniel Pearman / Martin Fletcher

Monday 17 July Introduction to the Benefits Service

The role of the Benefits Service, Advice and financial assistance for residents. We will share scenarios to discuss how you can effectively advise and signpost people who come to you in need of benefits advice. The session will include a short overview of Universal Credit.

SUMMER BREAK

AUGUST 2023

Thursday 31 August Executive Decision - Making Process

Executive decision making is how many of the most important political decisions in the Council are made with impacts on every ward throughout the city. The system we have in Leicester is different to that operated in many other Councils, so this session gives an important introduction to how Executive decisions are taken and where to find key information.

and City Mayor

SEPTEMBER 2023

Monday 4 September Children's Services and Corporate Parenting – Your role as a Member

Looking after and protecting children and young people is one of the most important jobs that councils do when a child or young person, for whatever reason, can't safely stay at home, and becomes looked after by the council. We become corporate parents which means doing everything we can for every child in the council's care – and every care leaver – to give them the opportunities that other children get. This session will tell you what that means and how you can challenge, become involved and influence progress for children looked after and care leavers.

Lead : David Thrussell / Rebecca Small

Wednesday 6 September Social Media

This session will aim to give you some hints and tips on how to use social media safely in your role as a councillor and will signpost you to further guidance and helpful resources.

Kamal Adatia

Monday 11 September Education and Special Educational Needs

This session will cover a range of issues relating to education provision and the Council's role including admissions, attendance, electively home educated children, and the council's role/influence with schools – both in terms of how they operate, complaints about schools and what they teach, early years settings and post 16. It will also cover key issues relating to special educational needs including an overview of Education and Health Care Plans and special schools.

Lead : Sue Welford / Sophie Maltby / Tracie Rees

Thursday 14 September Personal Resilience / Mental Health Awareness / Health and Safety

Techniques to help Members to manage stress, develop resilience and stay safe and healthy and manage their health and wellbeing.

Thursday 28 September 5.00pm FULL COUNCIL

OCTOBER 2023

Wednesday 11 October Your Neighbourhood Services

This session will provide an overview of services delivered in local areas which contribute to safe, clean and active neighbourhoods but which can also be areas of concern from constituents. This will include Libraries, Community Centres, Parks, Open Spaces and Cleansing; waste collection; wardens; area environmental health.

Sean Atterbury

Thursday 26 October Introduction to the Revenues Service

The role of the Revenues Service, collection and financial assistance for residents. We will share scenarios to discuss how you can effectively advise and signpost people who come to you in need of recovery advice.

NOVEMBER 2023

Monday 13 November Equality, Diversity and Inclusion

Equality is about our right to not be discriminated against because of who we are, and diversity is about the different groups of people who live in Leicester. Inclusion is about everyone having equal access to opportunities and resources and feeling valued and accepted. Tackling inequality provides a strong foundation for cohesive and confident communities within our city. This session explains how we, as a Council, meet our statutory public sector equality duty (Equality Act 2010) and covers the roles and responsibilities that members have specifically as part of this.

Thursday 23 November 5.00pm FULL COUNCIL

Wednesday 29 November Council Property

The Council has a large portfolio of land and property and is a major landlord in the city. This session will explain our land and property portfolio and the different purposes for holding these, along with the legal framework we operate in and our roles and responsibilities in relation to land and property. How members should manage queries and who to refer to for information will also be covered.

Lead : Matt Wallace

DECEMBER 2023

Monday 4 December Emergency Planning

A session covering emergency planning, including the Council's role in responding to major incidents and the way we work with our emergency service partners as part of the multi-agency Local Resilience Forum. It will also cover the support and role a Councillor may play in major incidents.

Wednesday 13 December Promoting Better Mental Health

Many social conditions can affect, or be affected by, a person's mental health. This session will give you the basics to understand how to support constituents with stress, anxiety and mental health issues.

JANUARY 2024

Thursday 11 January Understanding Council staffing and your engagement with the workforce

This session will provide an overview of the Council's workforce including the extent to which it is representative of local communities, and some of our key workforce challenges and priorities. It will also explain the rules around councillor and officer relationships including the management of individual employee concerns.

Lead : Miranda Cannon / Craig Picknell

Monday 22 January Economic Development, Inward Investment and Adult Skills and Learning

Members will receive enquiries from businesses looking for support, and from constituents around employment and skills. This session will provide an overview of the support provided by economic regeneration, inward investment, and adult skills and learning teams, helping to inform members how to effectively deal with enquiries.

Lead : Mike Dalzell

FEBRUARY 2024

Monday 5 February Questioning and Analysing Techniques for Scrutiny

An opportunity to learn some basic techniques and methods to do effective questioning and analysis of reports and presentations that come to scrutiny commissions.

Thursday 22 February 5.00pm FULL COUNCIL

Monday 26 February Public health – supporting resident health and wellbeing

The Council plays an important role in supporting and protecting public health and wellbeing including the role of our Public Health service. This session will provide an overview of the health challenges facing the city and the role of Public Health in seeking to address these.

Lead : Ivan Browne

MARCH 2024

Tuesday 5 March Prevent duty

This session will provide attendees with a better understanding of the prevent agenda, explaining the Duty placed on local authorities and how this has been rolled out within the council. The session will also provide members with an understanding of how we can better serve our communities ensuring that they are safeguarded against radicalisation.

Thursday 14 March Armed Forces Covenant

Understanding what the Armed Forces Covenant means and the legislative duties placed on Council services along with how we support our Armed Forces communities.

Lead : Miranda Cannon

APRIL 2024

Monday 8 April Equality Impact Assessments

It's important that Members understand their role in scrutinising Equality Impact Assessments (EIAs) at scrutiny meetings but also appreciate their general responsibilities as Members in relation to equality.

An Equality Impact Assessment is a tool which can be used to help the Council to ensure that it has considered the equalities implications of its decisions (including the introduction of new, or changes to existing, policy, practice and services). The briefing will provide an overview of the legal framework and principles that underpin Equality Impact Assessment and the crucial role of elected members in contributing towards Equality Impact

Assessment: supporting the Council to meet its legal duties and promoting equalities best practice. The session also includes information on how the organisation promotes equality, diversity, and inclusion more widely, via the Council's Equality Strategy and Action Plan.

Monday 29 April Scrutiny – Reading Commission papers and considering actions/recommendations

Members will be given tips and support on how to go through large documents and papers for scrutiny meetings and what they may wish to consider when proposing actions and/or recommendations or just making comment at a scrutiny meeting.

MAY 2024

Tuesday 7 May Council response to climate emergency including carbon literacy

How to ensure that members receive information regarding the council's commitments and response to the climate emergency including carbon literacy training.

Thursday 9 May Suicide Awareness

Every year approximately 30 people die by suicide in Leicester. Suicide and suicide attempts have lasting effects on individuals, their social networks and communities. This session looks at risk and protective factors and the local suicide prevention response.

Thursday 16 May Full Council Annual Meeting
