



## **Democratic Renewal Working Party 24 November 2011**

### **Member Development: Update**

#### **SUMMARY**

#### **1. East of England Local Government Association (EELGA) Charter for Elected Member Development**

- 1.1 Firstly this report provides an update on progress with the Member Development Charter Action Plan, and advises Members that the Council has now re-achieved Charter status.
- 1.2 There is one outstanding action on the Charter Action Plan, and Members are asked to consider the draft external development session evaluation form attached at Appendix A, and to either approve it for use by Members attending external development sessions, or suggest any amendments they feel appropriate.

#### **2. Setting the remainder of the 2011/2012 Member Development Programme**

- 2.1 Following the Working Party's analysis of the 36 Training Needs Analysis (TNA) forms completed by Members at the last meeting, as well as analysis of comments received on post-training evaluation sheets returned following the induction training sessions during May, June and July 2011, a Member Development Programme has now been set for the remainder of 2011/2012. Appendix B sets this out in a brochure which has been distributed to all Members.
- 2.2 The Working Party is asked to consider when it would like to repeat the TNA process.

#### **3. Member Development Budget**

- 3.1 Action 6 of the Member Development Charter Action Plan asks that the Working Party be kept up to date with the budget for Member Development. The current status of this year's Member Development budget is provided at Appendix C for Members' information and discussion as necessary.

## RECOMMENDATIONS

The Working Party is asked to:-

1. **East of England Local Government Association (EELGA) Charter for Elected Member Development (Section 1 and Appendix A)**
  - 1.1 Discuss progress with the Member Development Charter Action Plan and note the Council's success in re-achieving Charter status.
  - 1.2 Approve the draft external development session evaluation form at Appendix A, or suggest any amendments to this.
2. **Member Development Programme 2011/2012 (Section 2 and Appendix B)**
  - 2.1 Note the sessions planned for the remainder of the 2011/2012 Member Development Programme following Members' suggestions at the last meeting of the Working Party.
  - 2.2 Recommend to officers when the next Training Needs Analysis should take place.
3. **Member Development Budget (Section 3 and Appendix C)**
  - 3.1 Discuss the use of the Member Development budget and advise officers whether the budget is being allocated appropriately.

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**1. East of England Local Government Association (EELGA) Charter for Elected Member Development**

- 1.1 The Working Party has previously set an Action Plan of eight recommendations arising from the Council's assessment for the Member Development Charter. The first three recommendations were essential in order for the Council to re-achieve Charter status, and the remaining actions, whilst desirable, were not essential.
- 1.2 As a result of having commissioned a training programme informed by Members' own requirements, following the recommendations of the Working Party at its last meeting, the three essential recommendations have now been achieved, and as a result the Council has been awarded the Member Development Charter for a further three years from 5 October 2011. The framed certificate will be available for Members to view at the meeting.
- 1.3 The Action Plan is set out once more below, together with progress to date in achieving the actions. Shaded actions are, in the officers' opinion, complete.

| <b>Recommendation</b>   | <b>Actions</b>   | <b>Progress</b>   |
|---|--|---|
| <b>Priority areas for improvement</b>   |  |   |
| <b>1. That a minimum of 60% of Elected Members, including the entire Cabinet and Democratic Renewal Working Party, complete the Training Needs Analysis (TNA) by 30 September 2011.</b>   | <ul style="list-style-type: none"> <li>• TNA to be circulated to all Members following Borough Council Elections;</li> <li>• Officer "buddies" to meet with any Members requiring assistance to complete the TNA;</li> <li>• Group Leaders to stress the importance of Member Development and encourage their Members to complete the TNA; and</li> <li>• Evidence of 60-70% return on TNA to be submitted.</li> </ul> | <ul style="list-style-type: none"> <li>• TNA circulated late June 2011, giving Members time to "find their feet" before assessing their own skills levels and training needs.</li> <li>• Member Buddies nominated from across the Council met with new Members during June/July 11 to complete the forms if required, and the Scrutiny Manager also met with a number of Members.</li> <li>• 80% return on TNA achieved, including all Cabinet and DRWP Members.</li> </ul> |
| <b>2. Following completion of this process, the authority adopt a training programme based on the corporate priorities of the authority, national, legislative and partnership priorities, and the needs identified in the Training Needs Analysis (target December 2011). Evidence of progress to be provided.</b> | <ul style="list-style-type: none"> <li>• Each potential area of development to be accompanied by its relevance with regard to Corporate Priorities and national and partner priorities; and</li> <li>• Publication of Member Development Programme for the remainder of 2011/2012.</li> </ul>  | <ul style="list-style-type: none"> <li>• The Member Induction Plan was developed into a brochure giving details of each session offered, including links to the Corporate Priorities.</li> <li>• The second half of the 2011/12 Member Development Programme has now been set and circulated to Members.</li> <li>• Development sessions were also set for Sept, October and November 2011 based on changing legislation and areas identified by officers.</li> </ul>       |

| Recommendation   | Actions   | Progress   |
|--|---|--|
| <p><b>3. There is a need to co-ordinate central training and "satellite" training arranged by other officers through the Democratic Renewal Working Party, with all of this being incorporated into the Annual Training Programme (target: September 2011).</b></p>      | <ul style="list-style-type: none"> <li>• Discussions with Management Team emphasising necessity for all training to be identified as part of the Member Development Programme;</li> <li>• MT to be periodically reminded of this necessity;</li> <li>• All induction training to be co-ordinated through the Scrutiny Manager and Working Party; and</li> <li>• Evidence of "satellite" training being included in the Member Development Programme.</li> </ul> | <ul style="list-style-type: none"> <li>• MT colleagues have been requested to advise Scrutiny Manager of all planned training.</li> <li>• All induction training has been arranged through the Scrutiny Manager and Working Party.</li> <li>• Extensive joint planning training with Forest Heath DC is being commissioned in consultation with their Member Development Officer.</li> </ul> |
| <b>Additional areas for improvement</b>  |   |  |
| <p>4. That all Members be encouraged to complete the Training Needs Analysis by December 2011.</p>   | <ul style="list-style-type: none"> <li>• TNA to be circulated following Borough Council Elections;</li> <li>• Officer "buddies" to meet with any Members requiring assistance to complete the TNA; and</li> <li>• Group Leaders to stress the importance of Member Development and encourage their Members to complete the TNA.</li> </ul>  | <ul style="list-style-type: none"> <li>• Forms circulated late June 2011.</li> <li>• Buddies and Scrutiny Manager met with Members requiring assistance.</li> <li>• 80% return achieved by required deadline.</li> </ul>   |
| <p>5. It was acknowledged that there are some Members who are yet to be engaged in the Member Development process. Further work needs to be undertaken by the Working Party to identify the barriers to them being involved and how their training needs can be met.</p> | <p>Section on the TNA form asking Members their preferred time for training sessions, reminding them that training events are an approved duty qualifying for payment of carers and travel allowances, and asking whether there are any other barriers to them attending training.</p>  | <p>TNA form was updated to include this section, and the results of the consultation considered by the Working Party in September 2011.</p>  |
| <p>6. That the Democratic Renewal WP needs to become accountable for setting, prioritising, spending and monitoring the Member Development budget to ensure value for money.</p>   | <p>Current budget position to be appended to each report to the Working Party for discussion.</p>   | <p>The current position of the 2011/12 Member Development budget is now included on every Working Party agenda.</p>  |

| Recommendation  | Actions   | Progress   |
|---|---|--|
| 7. Members attending external development activities should produce a short report, including copies of slides/information where possible, which can then feed back to other Members to share the learning gained.  | Proforma to be provided to help Members to produce these reports. | Proforma has been produced and is attached to this report as Appendix A for Members' comments and approval.  |
| 8. To review the Member Development Policy (adopted in November 2005) and update it to reflect the changes that have occurred to Member Development in the interim period. This then needs to be promoted widely within the Council and to prospective Councillors. | Review the Member Development Policy at a future meeting.         | Updated Member Development Policy adopted through full Council June 2011, and circulated to Members via the Members' Bulletin, and in the Members' Corner on the Intranet. |

1.4 As can be seen, there is only one outstanding action, to provide a form which Members attending external development activities can use to produce short synopses of their attendance, including copies of slides/information where possible, which can then be fed back to other Members to share the learning.

**1.5 A draft form is provided at Appendix A, and Members are asked to approve this if they feel it is appropriate, or to make suggestions for amendment.**

## **2. Setting the remainder of the 2011/2012 Member Development (MD) Programme**

2.1 As 2011 was an election year, an extensive programme of induction training took place between May and July 2011. The remainder of the MD programme was to be set following analysis of Training Needs Analysis forms received, together with comments on course evaluation sheets, and corporate, national and local priorities. In the meantime, a programme was set to take Members to the end of 2011, and this was set out in the report to the last meeting.

2.2 At the last meeting of the Working Party, details of the 36 Training Needs Analysis (TNA) forms completed by Members were considered. An analysis was undertaken of how Members assessed themselves against a range of skills, as well as other comments added by Members regarding the provision of training. Using this information, plus comments received on post-training evaluation sheets returned following the induction training sessions during May, June and July 2011, the Working Party made recommendations as to sessions which should be included in the Member Development Programme for the remainder of 2011/2012.

2.3 The Working Party requested that the following subjects be prioritised for the second half of the Programme:-

- (a) Local Government Finance;
- (b) Presentation Skills and Public Speaking;
- (c) Dealing with the Media;
- (d) Dealing with ward issues/community engagement; and
- (e) Localism bill/legislation developments.

2.4 These recommendations were used to commission the second half of the 2011/2012 Member Development Programme, and details have been provided to Members via the brochure attached at Appendix B, both in individual hard copy and electronically via the Members' Bulletin and by email. The majority of these sessions will be delivered internally by the Council's own officers, except for Presentation Skills/Public Speaking, and the scrutiny and development control training. Appendix B is for information only, as it has already been distributed to Members.

## 2.5 Visiting other Council locations

2.5.1 In addition to the Member Development Programme, the Working Party requested that visits to the waste recycling plant at Great Blakenham, and to the CCTV control room should be arranged. Members were provided with contact details they should use to arrange visits to the waste recycling plant via the Members' Bulletin on 9 September 2011.

2.5.2 Three date and time options for visits to the CCTV control room were offered to Members during October 2011, but unfortunately, although 17 Members had indicated that they would be interested in visiting this location, only 5 Members took advantage of the dates offered.

2.5.3 Finally, the other locations where Members had requested that visits be offered were various Leisure locations and on 13 October 2011 visits were offered to Bury St Edmunds locations as follows:

|   | <b>Location</b>   | <b>ARRIVAL</b> |
|---|---|----------------|
| 1 | The Apex  | 09:00          |
| 2 | Moyse's Hall Museum   | 09:45          |
| 3 | Abbey Gardens   | 10:15          |
| 4 | Nowton Park   | 11:00          |
| 5 | Bury St Edmunds Leisure Centre                              | 12:00          |
|   | Lunch Break at Bury Leisure Centre                          | 12:30          |
| 6 | West Stow   | 13:30          |
|   | Museum Storage Warehouse (Study Building at West Stow)      | 14:15          |
| 7 | St Peter's Pit Play, Out Risbygate - Official opening 15:45 | 15:30          |

A total of 5 Members attended one or more of these visits.

2.5.4 On 19 October 2011 visits to East Town Park Haverhill and Haverhill Leisure Centre were offered, but were cancelled as no Members wished to attend.

## **2.6 Next Training Needs Analysis**

2.6.1 A Training Needs Analysis is usually circulated to Members in January/February each year, in order to inform the Member Development Programme for that coming year, from May to the following April.

2.6.2 As 2011 was an election year, it was more appropriate to wait until following the elections before setting the Member Development Programme, and the TNA was therefore conducted in July 2011.

2.6.3 A Member Development Programme is now in place to take us to May 2012. **The Working Party is asked when it would like officers to circulate the next Training Needs Analysis to Members.** January 2012 may seem too soon following the previous TNA, so perhaps March/April 2012 would be more appropriate, to inform training offered from June 2012?

## **3. Member Development Budget**

3.1 There are two main budgets which are used to pay for member development activity. A budget of £8,100 is used for the member development programme, including funding externally sourced sessions which are delivered in-house, places on sessions offered by other councils or organisations, the Member Development Charter and other costs. A separate budget of £2,900 pays for attendance at external conferences by individual Members. There is also £1,500 available for travel and subsistence payments.

3.2 The current position of the two main budgets for 2011/2012 is shown at Appendix C, and Members are asked to advise officers whether they feel the budget is being allocated appropriately.

## Member Development evaluation form for external activities

The Democratic Renewal Working Party has requested that all Members attending external development activities produce a short report, including copies of slides/information where possible, which can then be fed back to other Members to share the learning gained.

Your report below will be shared with other Members via the Members' Bulletin.

|  |  |
|--|--|
| <b>Name</b>  |  |
| <b>Title of event</b>  |  |
| <b>Date of event</b>   |  |
| <b>Duration</b>  |  |
| <b>Please give a synopsis below of the session attended, in order to share the learning with other Members of the Council</b>                  |  |
|  |  |
| <b>As a result of attending this event have you identified a need for further development activity in this area? If so please give details</b> |  |
|  |  |
| <b>What was the single most important piece of learning you gained from this activity?</b>   |  |
|  |  |
| <b>Was the time/cost of attending this course justified by what you gained from it?</b><br>YES/NO  | <b>Would you recommend this activity to others?</b> YES/NO |
| <b>Signed</b>  |  |
| <b>Date</b>  |  |

Please attach copies of any slides/documentation associated with this development activity. Please return this form and any attachments to Democratic Services.





*St Edmundsbury*  
BOROUGH COUNCIL

St Edmundsbury Borough Council

November 2011 – May 2012

# Opportunities to Learn and Develop:

A programme for Councillors 2011/12 (Part Two)



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## INTRODUCTION

Welcome to the second of two booklets detailing opportunities for Councillors to learn and develop skills in 2011/12. This booklet covers the period from November 2011 to May 2012, and the sessions being offered are based on the results of a Training Needs Analysis (TNA) completed by Councillors during June/July 2011, as well as local and national priorities, and the Council's Corporate Priorities.

The Council's Democratic Renewal Working Party has responsibility for Member (Councillor) Development, and, using the TNA results and other priorities, has indicated the development opportunities which it wishes to see offered during the second half of 2011/12. The sessions offered also reflect the good practice of providing essential training for Members of the Council's Regulatory Committees (the Development Control and Licensing and Regulatory Committees).

The programme has been formulated to help the Council meet its corporate objectives and to be responsive to the corporate priorities of the Council, as well as catering for the different roles of Members. The role of a frontline Councillor is outlined in the "Job Description" set out in the Council's Constitution, which states that it is your responsibility as a Member to participate fully in Councillor training and development programmes, especially those relating to statutory requirements.

### Sessions already completed during September and October 2011

As stated above, the Democratic Renewal Working Party waited for the results of the Training Needs Analysis before commissioning a programme of development opportunities for the second half of 2011/12. However, it did not wish for development of Councillors to stop in the meantime, and so sessions were provided based on changes to legislation, national and local requirements and essential training for Committee/Panel members as follows:

|                   |                            |
|-------------------|----------------------------|
| 21 September 2011 | Communications Skills      |
| 29 September 2011 | Scrutiny Training Module 2 |
| 4 October 2011    | Emergency Planning         |

### Future Sessions

The remainder of this booklet details the development opportunities being offered between November 2011 and May 2012, and invites you to indicate which sessions you would like to attend.

## STRUCTURE OF PART 2 OF THE 2011/12 PROGRAMME

### Essential training for Members and Substitutes of the Development Control Committee (but all Members invited to attend)

- Module 1 – “What a Ward Member needs to know” 3 November 2011
- Module 2 – “Overview of Planning” 5 December 2011

A programme of planning training for Borough Councillors has been commissioned, to commence in November 2011. This training is essential for Members and Substitutes of the Development Control Committee. A separate session has also been arranged for Parish and Town Councillors.

Details of Modules 3 to 7 will be provided to Members as they are arranged.

Members and Substitute Members of the Development Control Committee should note the Local Government Association guidance on Probity in Planning, which states that *“it is good practice for Members to receive training on the planning process when first serving on a planning committee, and that Members should be updated regularly on changes to regulations or procedures. Such training is essential for those Members involved in making decisions on planning applications.”*

### For all Members of the Council

The following sessions have been arranged:

- The New Social Housing Reforms 7 November 2011
- Overview and Scrutiny – Module 3 22 November 2011
- Shared Services Update 29 November 2011
- Dealing with the Media 18 January 2012
- Local Government Finance 21 February 2012
- Presentation Skills and Public Speaking 29 March 2012
- Localism, Community Engagement and Ward Issues – Part 1 24 April 2012
- Localism, Community Engagement and Ward Issues – Part 2 29 May 2012

These sessions will, in the main, be delivered by the Council's own officers, although external training providers will be used where appropriate.

## ESSENTIAL TRAINING SESSIONS

### Development Control Committee – Module 1 – What a Ward Member needs to know

|                    |  |
|--------------------|--|
| AIM OF SESSION     | This session will give Members an overview of the UK planning system, including the plan-led system, localism and neighbourhood planning, planning guidance, local protocols and the roles of the elected Member in respect of planning applications.  |
| OBJECTIVES         | <p>At the end of this session Members will be aware of:</p> <ul style="list-style-type: none"> <li>• Their duty to the whole community</li> <li>• The different roles of councillors</li> <li>• Declaration of interests</li> <li>• The role of officers and Royal Town Planning Institute Code of Professional Conduct</li> </ul> |
| CORPORATE PRIORITY | <b><i>Secure a sustainable and attractive environment</i></b>  |
| LEARNING STYLE     | The format of the session will be presentations, exercises and group discussions.  |
| DELIVERED BY       | Linda Durtal Associates (LDA). All trainers working with LDA are former chief planning officers, who have gone on to specialise in particular aspects of planning practice, with considerable experience of training local authority elected members.  |
| WHO FOR            | Essential for Members and Substitute Members of the Development Control Committee, but all Members are invited to attend   |
| DATE/TIME/LOCATION | <p>Thursday 3 November 2011<br/>           5.30pm<br/>           Conference Chamber West, West Suffolk House</p>   |

## Development Control Committee – Module 2 – Overview of Planning

|                    |   |
|--------------------|---|
| AIM OF SESSION     | This session will cover what needs planning permission, making a decision, material considerations, officer decisions, site visits, Community Infrastructure Levy (CIL), reasons for refusal and appeals/inquiries.                                   |
| OBJECTIVES         | At the end of this session Members will be aware of: <ul style="list-style-type: none"> <li>• Definitions of “development” and “permitted development”</li> <li>• Types of application</li> <li>• Changes of use and the Use Classes Order</li> </ul> |
| CORPORATE PRIORITY | <b><i>Secure a sustainable and attractive environment</i></b>   |
| LEARNING STYLE     | The format of the session will be presentations, exercises and Q&A sessions.  |
| DELIVERED BY       | Linda Durtal Associates (LDA). All trainers working with LDA are former chief planning officers, who have gone on to specialise in particular aspects of planning practice, with considerable experience of training local authority elected members. |
| WHO FOR            | Essential for Members and Substitute Members of the Development Control Committee, but all Members are invited to attend  |
| DATE/TIME/LOCATION | Monday 5 December 2011<br>5.00pm<br>Conference Chamber West, West Suffolk House   |

## SESSIONS FOR ALL MEMBERS

### The New Social Housing Reforms

|                    |   |
|--------------------|---|
| AIM OF SESSION     | An information session will take place regarding the changes coming about under new housing legislation. The Overview and Scrutiny Committee will shortly be developing a new Tenancy Strategy for the Council, and this session will also touch on that piece of work. |
| OBJECTIVES         | At the end of this session Members will be aware of: <ul style="list-style-type: none"><li>• New affordable rents</li><li>• Flexible tenancies for social housing</li><li>• Other expected changes under the new legislation</li></ul>                                  |
| CORPORATE PRIORITY | <b><i>Improve the safety and wellbeing of our community</i></b>   |
| LEARNING STYLE     | The format of the session will be a presentation, followed by an opportunity to ask questions on the new legislation.   |
| DELIVERED BY       | Carole Herries, Head of Environmental Health and Housing, and members of the Housing Team.  |
| WHO FOR            | This session will provide important information that all Councillors should be familiar with.   |
| DATE/TIME/LOCATION | Monday 7 November 2011<br>5.00pm<br>Conference Chamber West, West Suffolk House   |

### Overview and Scrutiny – Module 3 – Skills for Effective Scrutiny

|                    |  |
|--------------------|--|
| AIM OF SESSION     | This session will cover the practice the skills of chairing Scrutiny, questioning skills practice, the skills of collecting and analysing evidence, applying the learning from the earlier seminars and experience on the ground since the first module. This session will be delivered jointly to Members of Forest Heath District Council.   |
| OBJECTIVES         | <p>At the end of this session Members will be aware of:</p> <ul style="list-style-type: none"> <li>• The chairman's role before, during and after scrutiny</li> <li>• Questioning skills; types of question, their effect and use in varying combinations</li> <li>• Policy-based evidence vs. evidence-based policy</li> <li>• Quantitative and qualitative data: methods of collection and analysis</li> </ul> |
| CORPORATE PRIORITY | <b><i>Raise corporate standards and efficiency</i></b>   |
| LEARNING STYLE     | The format of the session will be presentations, exercises and small group activity.   |
| DELIVERED BY       | The session will be externally facilitated by the University of Birmingham, with input from both Councils' Scrutiny Managers.  |
| WHO FOR            | All Members of the Council, particularly those appointed to scrutiny committees.   |
| DATE/TIME/LOCATION | <p>Tuesday 22 November 2011<br/>           5.00pm<br/>           Education Centre, West Stow Country Park</p>  |



## The Shared Services Project

|                    |  |
|--------------------|--|
| AIM OF SESSION     | To bring Members up to speed with this important project, through which the Council is moving to a shared service delivery model with its neighbouring authority, Forest Heath District Council.   |
| OBJECTIVES         | At the end of this session Members will be aware of: <ul style="list-style-type: none"> <li>• The outcome of the review of our partnership with FHDC</li> <li>• The outcomes which have been achieved to date</li> <li>• The future programme of work</li> </ul> |
| CORPORATE PRIORITY | <b><i>Raise corporate standards and efficiency</i></b>   |
| LEARNING STYLE     | The format of the session will be presentations followed by a question and answer session.   |
| DELIVERED BY       | Geoff Rivers, Chief Executive, and Louise Hammond, the Council's Shared Services Project Lead  |
| WHO FOR            | All Members of the Council   |
| DATE/TIME/LOCATION | Tuesday 29 November 2011<br>5.00pm<br>Conference Chamber East, West Suffolk House  |

## Dealing with the Media

|                    |   |
|--------------------|---|
| AIM OF SESSION     | This session will provide you with the opportunity to find out where and how reporters get their news, what makes something newsworthy, the importance of deadlines and how they put a newspaper together. You will also learn about the role of the Communications Unit with regard to the media, its effectiveness and influence, and what help the team can offer you.           |
| OBJECTIVES         | <p>At the end of this session Members will be aware of:</p> <ul style="list-style-type: none"> <li>• What makes something newsworthy</li> <li>• The role of the Communications Unit with regard to the media</li> <li>• How to contact the media</li> <li>• How to define your message – and stick to it</li> <li>• Tips on what to do if you are contacted by the media</li> </ul> |
| CORPORATE PRIORITY | <b><i>Raise corporate standards and efficiency</i></b>  |
| LEARNING STYLE     | The format of the session will be by way of presentations and Q&A sessions.   |
| DELIVERED BY       | Marianne Hulland, the Council's Corporate Communications Manager, and a representative from the local media   |
| WHO FOR            | All Members of the Council  |
| DATE/TIME/LOCATION | <p>Wednesday 18 January 2012<br/>           5.00pm<br/>           Room GFR-14, West Suffolk House</p>   |

## Local Government Finance

|                    |   |
|--------------------|---|
| AIM OF SESSION     | An introductory session in June 2011 gave Members an overview of local government finance. Following this session Members were asked what topics should be included in a follow-up session, and these have been used to create this session, as a development of the first.   |
| OBJECTIVES         | <p>Areas requested by Members to be included in this session include:</p> <ul style="list-style-type: none"> <li>• Legislation changes (including changes to council tax benefit, the introduction of Universal Credit, and business rates collection)</li> <li>• Budget setting and allocation of funds to budget headings</li> <li>• Pensions</li> <li>• The elements of local government funding</li> <li>• Over/underspends</li> <li>• How the Council achieves cost savings</li> </ul> |
| CORPORATE PRIORITY | <b><i>Raise corporate standards and efficiency</i></b>  |
| LEARNING STYLE     | The format of the session will be presentations followed by a question and answer session.  |
| DELIVERED BY       | The session will be led by Liz Watts, the Council's Chief Finance Officer.  |
| WHO FOR            | All Members of the Council, particularly newly elected Members  |
| DATE/TIME/LOCATION | <p>Tuesday 21 February 2012<br/>           5.00pm<br/>           Room GFR-14, West Suffolk House</p>  |

## Presentation Skills and Public Speaking

|                    |  |
|--------------------|--|
| AIM OF SESSION     | This session is aimed at giving you the skills to be an effective public speaker. This session is described by its facilitator as follows: "the ability to stand in front of an audience and immediately engage it is widely regarded as a natural gift – you either can or you can't. Nonsense: it is a learnt skill – how many babies have you seen doing it? Give me two hours and I'll put you on the right path". |
| OBJECTIVES         | At the end of this session Members will be aware of: <ul style="list-style-type: none"> <li>• Structuring – making notes redundant</li> <li>• How to deliver your message</li> <li>• How to handle nerves</li> <li>• Good openings and closings</li> <li>• Pacing for impact and memorability</li> <li>• Use of humour</li> </ul>  |
| CORPORATE PRIORITY | <b><i>Raising corporate standards and efficiency</i></b>   |
| LEARNING STYLE     | The format of the session will be presentations and exercises.   |
| DELIVERED BY       | The session will be led by Brian Robinson of Auracle. Brian is recognised internationally as a leading speaking coach, and is also the author of a book, "The Face and Tripod", in which he has distilled the essence of what he has been teaching business leaders for nearly 20 years. All Members attending will receive a copy of Brian's book.  |
| WHO FOR            | All Members of the Council   |
| DATE/TIME/LOCATION | Thursday 29 March 2012<br>5.00pm<br>Room GFR-14, West Suffolk House  |

## Localism, Community Engagement and Ward Issues

|                    |  |  |
|--------------------|--|--|
| AIM OF SESSION     | In the hope that there will be much more clarity on the expectations required of Councils under the Localism Bill, which by the time of these sessions will hopefully have been enacted, two sessions have been arranged aimed at providing Members with details of the “strategic” elements of this new legislation, and how it will impact on the Borough Council. We will also explore the support available to Ward Councillors in your role as community leaders. |  |
| OBJECTIVES         | At the end of this session Members will be aware of: <ul style="list-style-type: none"> <li>• The “strategic” elements of the Localism Bill</li> <li>• Examples of “localism”, and what you can bring to your leadership role</li> <li>• Links to the new Corporate Plan and Vision 2031</li> <li>• A variety of ways of engaging with your communities and the support available to you</li> </ul>  |  |
| CORPORATE PRIORITY | <i>Improve the safety and wellbeing of our community</i>   |  |
| LEARNING STYLE     | The format of the session will be presentations followed by opportunities for questions, and Councillor-to-Councillor experience sharing.  |  |
| DELIVERED BY       | The session will be led by Cathy Manning, Head of Neighbourhood Management, Davina Howes, Policy, Performance and Customer Service Manager and Carol Rowntree, Economic Development Officer (Strategy)   |  |
| WHO FOR            | All Members of the Council   |  |
| DATE/TIME/LOCATION | <p><b>Part 1</b></p> <p>Tuesday 24 April 2012<br/>5.00pm<br/>Room GFR-14, West Suffolk House</p>   | <p><b>Part 2</b></p> <p>Tuesday 29 May 2012<br/>5.00pm<br/>Room GFR-14, West Suffolk House</p> |

## **CHOOSING AND BOOKING A SESSION**

### **Administrative arrangements**

Members are periodically asked what times they would prefer for training sessions, and this was repeated as part of the Training Needs Analysis which you were asked to complete shortly after the elections. The results of this exercise were that the majority of Members prefer training sessions to be held at 5pm, and this will therefore be the commencement time for most sessions until Members are asked again for their preference.

Most, but not all, Member Development sessions take place at 5pm at West Suffolk House, and last a maximum of two and a half hours, but please check the details for each individual session as this may change for some sessions, particularly those shared with other authorities. Tea, coffee and water are provided at these sessions. You will be able to claim travelling and subsistence allowance to attend these sessions, and details of how to claim have been provided to you.

### **Booking details**

Please indicate on the final page of this brochure which sessions you wish to attend, and return the form as indicated, remembering to make a note of your chosen sessions in your diary.

### **Apologies**

If you have booked a development session, but then find that you are unable to attend, it would be very helpful if you could let us know in advance. Apologies for all development sessions, and also committee meetings, should be telephoned to Democratic Services on 01284 757108, 757176 or 757613, or by emailing [democratic.services@stedsb.gov.uk](mailto:democratic.services@stedsb.gov.uk).

### **Directions to West Suffolk House**

By bus – service 80 stops directly outside West Suffolk House and runs to just before 7pm each evening.

By car – directions from A14 – take the Bury West exit (junction 42) and follow the A1302 (Newmarket Road) towards the town centre. After about 1 mile turn left at the traffic lights into Western Way. West Suffolk House is at the end of Western Way on the right. For parking before 3.30pm or longer than an hour, turn right down Olding Road just after the Asda roundabout. For parking of up to an hour, or after 3.30pm, you may use the visitor car park directly to the front of West Suffolk House.

### **Directions to West Stow Country Park**

West Stow Country Park can be found along Icklingham Road, Bury St Edmunds, postcode for Satnav IP28 6HG. The Education Centre is the first building on the left as you walk from the car park. You will also need to obtain a parking permit from the Visitor Centre.

## Further Information

If you have any queries about individual sessions or the programme in general, or wish to give feedback on this booklet, please contact:

Adriana Stapleton, Scrutiny Manager  
St Edmundsbury Borough Council  
West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

Tel: 01284 757613

Email: [adriana.stapleton@stedsbc.gov.uk](mailto:adriana.stapleton@stedsbc.gov.uk)

**LIST OF SESSIONS – Leave this page in the booklet for your reference**

| <b>Session</b>  | <b>Date, time and venue</b>  | <b>Please tick</b> |
|---|--|--------------------|
| Development Control Committee – Module 1 – What a Ward Member needs to know | Thursday 3 November 2011<br><b>5.30pm</b><br>Conference Chamber West<br>West Suffolk House |                    |
| Development Control Committee – Module 2 – Overview of Planning             | Monday 5 December 2011<br><b>5.00pm</b><br>Conference Chamber West<br>West Suffolk House   |                    |
| The New Social Housing Reforms  | Monday 7 November 2011<br>5.00pm<br>Conference Chamber West,<br>West Suffolk House         |                    |
| Overview and Scrutiny – Module 3 – Skills for Effective Scrutiny            | Tuesday 22 November 2011<br>5.00pm<br>Education Centre, West Stow<br>Country Park          |                    |
| The Shared Services Project   | Tuesday 29 November 2011<br>5.00pm<br>Conference Chamber East<br>West Suffolk House        |                    |
| Dealing with the Media  | Wednesday 18 January 2012<br>5.00pm<br>Room GFR-14<br>West Suffolk House                   |                    |
| Local Government Finance  | Tuesday 21 February 2012<br>5.00pm<br>Room GFR-14<br>West Suffolk House                    |                    |
| Presentation Skills and Public Speaking                                     | Thursday 29 March 2012<br>5.00pm<br>Room GFR-14<br>West Suffolk House                      |                    |
| Localism, Community Engagement and Ward Issues – Part 1                     | Tuesday 24 April 2012<br>5.00pm<br>Room GFR-14<br>West Suffolk House                       |                    |
| Localism, Community Engagement and Ward Issues – Part 2                     | Tuesday 29 May 2012<br>5.00pm<br>Room GFR-14<br>West Suffolk House                         |                    |



**BOOKING FORM – Tear off this back page and return to Adriana Stapleton,  
St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St  
Edmunds, Suffolk, IP33 3YU (or call 01284 757613, or email  
adriana.stapleton@stedsbcc.gov.uk)**

Name: .....

| Session   | Date, time and venue   | Please tick |
|---|--|-------------|
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## Member Development Budgets 2011/2012: Expenses paid or planned for 2011/2012

## 0610 1290 – Training Expenses – budget £8,100

| Date                       | Detail  | Cost          | £ |
|----------------------------|---|---------------|---|
| May 2011                   | Induction expenses, including Member Handbooks                      | 284           |   |
| June 2011                  | Attendance at LGPS Trustees Conference                              | 475           |   |
| July 2011                  | 3 Members – all day Licensing training                              | 450           |   |
| June 2011                  | Room hire for training events at West Stow plus June catering costs | 431           |   |
| July 2011                  | Room hire for training events at West Stow plus July catering costs | 244           |   |
| Sept 2011                  | Communications Skills training                                      | 890           |   |
| TBC                        | Contribution to 7-module planning training agreed at last meeting   | 2,000         |   |
| Nov 2011                   | Chair of RAG – “Getting ready for Police and Crime Commissioners”   | 78            |   |
| Mar 2012                   | Public Speaking training for all Members                            | 300           |   |
| <b>Total spend to date</b> |   | <b>£5,152</b> |   |

## 0610 3850 – Conference Expenses – budget £2,900

| Date                       | Detail   | Cost          | £ |
|----------------------------|--|---------------|---|
| June 2011                  | Local Govt Association – Annual Conference       | 495           |   |
| July 2011                  | LA Treasurers Investment Forum                   | 125           |   |
| Sept 2011                  | Annual Rural Conference 2011                     | 229           |   |
| Sept 2011                  | New Anglia Business Conference, 2 Members        | 60            |   |
| Oct 2011                   | Chartered Institute of Housing Annual Conference | 314           |   |
| <b>Total spend to date</b> |  | <b>£1,223</b> |   |