

Maldon District Council Training and Development Programme

Course title	Expected cover and outcomes
Chairmanship training	<ul style="list-style-type: none"> <li>• Expected chairmanship procedures</li> <li>• Chairing of remote meetings</li> <li>• Committee processes and timelines</li> <li>• Constitutional reminders</li> <li>• Rules of debate</li> <li>• Planning versus programme Committees</li> </ul>
Licensing training	<ul style="list-style-type: none"> <li>• Run by Lead Legal Specialist and Chelmsford Licensing Manager</li> <li>• Licensing processes and context</li> <li>• How to conduct a licensing hearing</li> </ul>
Planning- intro including the newly launched Planning Review	<p>The Planning Advisory Service (PAS) can deliver a review / health check of a council's virtual planning committee.</p> <p>Through the reviews we will highlight examples of good practices and support improvements in the delivery of virtual committees; to an end aim of producing evidence to support the present temporary relaxations of national regulations to deliver virtual committees to become permanent and used at councils' own discretion.</p> <p>The expectation is that a review would occur over a one week period to include analysis of data presented by the authority, a full or a couple part days of interviews with key people involved in the committee, the viewing of the recorded or live virtual committee and production of the report.</p> <p>We would make suggestions through the review of any issues and changes in process, practices, behaviours, etc. We can also make suggestions of support or access to further training and work with officers to develop internal development sessions.</p>
Planning- Leadership Essentials Planning Programme	<p>Leadership Essentials Planning provides an opportunity to learn about leading planning services. It provides a forum where attendees from across the political spectrum can meet and talk about common issues, hear from leading experts and take part in discussions and exercises, to develop understanding and thinking and learn new things.</p> <p><b>Leadership Essentials Planning: Planning Committee Decision-Making</b></p> <p><b>Decision making at planning committee: how to run a good planning committee</b>  <b>– for Planning committee Chairs and Vice-Chairs</b></p> <p>This PAS' popular leadership essentials programme is back again on 4 / 5 March 2021. It's perfect for councillors new and getting to grips with the role and for the more experienced to refresh and update. It's our most popular programme for councillors and places are limited.</p>

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	<p>A council's planning committee is a very public window into a council's sometimes complex and often controversial decision-making process. The outcomes from the committee are then seen in the developments that are delivered through the decisions made. The aim of the planning committee must be that those people that engage with it to be satisfied with the decision-making process, if not always the outcome.</p> <p>Chairing a committee, and all the preparation and lead-in required for good decision making can be challenging. The course will focus on good quality decision making at planning committee and how a good planning committee is run. Attendees will be able to compare how their committee operates with other authorities and share ideas with other councillors.</p> <p><b>Programme 6:</b> Thursday 4 March - Friday 5 March 2021 - Warwick Conferences, Coventry CV4 7SH</p>
<p>Planning- quarterly surgeries</p>	<ul style="list-style-type: none"> <li>• Encouraging regular review and learning from experience</li> <li>• Led by Lead specialist Place</li> <li>• Addressing common issues and queries that come up</li> <li>• Constitutional and Legislation reminders</li> <li>• Processes to utilise going forwards</li> </ul>
<p>Budget building and monitoring</p>	<ul style="list-style-type: none"> <li>• Led by S151 Officer</li> <li>• Outline of annual budget cycle</li> <li>• Overview of the budget (including funding)</li> <li>• Detail around processes for budget build and monitoring</li> <li>• Overview of the Medium-Term Financial Strategy</li> <li>• Reserves</li> </ul>
<p>Member and Officer Relationships: Scrutiny</p>	<p>Designed and developed specifically for Maldon</p> <p>We would suggest the Centre for Governance and Scrutiny (CfGS) deliver a couple of sessions to cover the wide-ranging role of scrutiny for all members.</p> <ul style="list-style-type: none"> <li>• <u>Session 1:</u> developing a culture of good scrutiny. Understanding the mindset and behaviours that underpin the function; <ul style="list-style-type: none"> <li>○ The four principles of good scrutiny;</li> <li>○ Working as a team;</li> <li>○ Having a clearly defined role and focus for the function;</li> <li>○ The importance of good member and officer relationships;</li> </ul> </li> <li>• <u>Session 2:</u> using information to develop challenging lines of questioning and ensuring effective councillor oversight; <ul style="list-style-type: none"> <li>○ What sources of information are out there;</li> <li>○ Using information to identify priorities and develop questioning lines;</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Questioning styles and techniques;</li> <li>○ The importance of the chair’s role</li> </ul> <p>Key learning outcomes:</p> <ul style="list-style-type: none"> <li>• What scrutiny is and its role.</li> <li>• How scrutiny works and what it can achieve.</li> <li>• How to prioritise and work with others.</li> <li>• Using data and information and gathering evidence.</li> <li>• The conduct of scrutiny</li> <li>• Scrutiny at Maldon</li> </ul>
<p>Member and Officer Relationships: Effective Ward Councillors</p>	<p>looks at the nature of 21st century political leadership and the potential of a ward councillor to shape, influence and make a difference to the lives of their residents and communities. It covers:</p> <ul style="list-style-type: none"> <li>• The role of a ward councillor;</li> <li>• Knowing your ward – statistics and where to find them (Local Government (LG) Inform / Council information);</li> <li>• How to represent local voices, be known and keep people informed;</li> <li>• Empowerment and facilitation skills;</li> <li>• Tensions and challenges;</li> <li>• Communication and influencing;</li> <li>• Managing case work and the use of surgeries;</li> <li>• Role of the media and social media / digital.</li> </ul> <p>Key learning out outcomes:</p> <ul style="list-style-type: none"> <li>• Clarifying what the role is and the key skills needed;</li> <li>• Handling case work;</li> <li>• Dealing with the pressures of the role.</li> </ul>
<p>Member and Officer Relationships: Top Team Development</p>	<p>An opportunity for the council's senior political and managerial leadership team, to help improve strategic direction and leadership to the council and wider community. Initiated by day-long awayday, designed in partnership with the council and focussing on the key leadership issues identified. The programme is delivered by a team of skilled Local Government Association (LGA) Advisers / Associates, an accredited peer, or other co-facilitators as appropriate.</p> <p>Depending upon the development need the programme might cover:</p> <ul style="list-style-type: none"> <li>• Roles and relationships;</li> <li>• Team building (using the Myers Briggs Type Indicator (MBTI), Team Management Systems (TMS) or Belbin Team Role tool if</li> </ul>

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	<p>appropriate);</p> <ul style="list-style-type: none"> <li>• Leadership styles;</li> <li>• Budgeting and financial monitoring;</li> <li>• Performance management;</li> <li>• Communication;</li> <li>• Visioning.</li> </ul>
<p>Data &amp; Digital: LG Inform</p>	<p>This is the LGA’s free data benchmarking service, which presents you with up-to-date published data about your local area and the performance of your council. It provides a single point of access to a wide range of data in a ‘ready to use’ format across the whole spectrum of services. It also provides:</p> <ul style="list-style-type: none"> <li>• Series of readymade reports</li> <li>• Report building tools for presentation and/or investigation</li> <li>• comparison and review over time</li> </ul> <p>It releases councils from gathering data, allowing more time to use it. All councils can use it, 3,655 registered users. There are also 160 authorities in our LA benchmarking club sharing data quarterly.</p> <p>LG Inform case studies are available on:</p> <ul style="list-style-type: none"> <li>• Risk Management and Benchmarking;</li> <li>• Transparency: Embedding;</li> <li>• Underpinning council reporting frameworks;</li> <li>• Saving resources and direct data feed (API).</li> </ul> <p>We can deliver a tailor-made presentation to members, detailing your own performance data and the scope of LG Inform tools, related to the council’s own performance systems.</p>
<p>Data &amp; Digital: Civility in public life: digital citizenship workshop-</p>	<p>The LGA is coordinating a ‘Civility in public life’ programme in response to growing concerns about the impact an increasing level of public intimidation and toxicity of debate is having on our country’s democratic processes. The programme includes a wide range of activities to support councils and councillors, and to prevent and de-normalise harassment and intimidation</p>
<p>Local code of conduct training</p>	<p>Managed by the Lead Legal specialist</p> <ul style="list-style-type: none"> <li>• A run though of the Member code of Conduct.</li> <li>• Expected processes for Conduct Complaints.</li> <li>• The role of the Joint Standards Committee.</li> <li>• Processes for declaring interests and other legal requirements</li> </ul>