



Member Learning and Development Programme 2023/2024

2023/24 Theme/Focus

Q1 Leadership Skills	Date	Targeted audience	Desired Outcome	Content	Facilitator	Format	Recorded Y/N	Cost
Decision Making and Influencing Change	13 th Sept 10.00am – 11.30am	All Members	That Members understand how to Navigate the decision-making process Be effective in seeking changes.	This session will: Detail the governance process and Members' role in decision making Outline ways of achieving change within this framework.	Greg Moore, Assistant Town Clerk & Member Services Director Gemma Stokely, Principal Members Services & Governance Manager	Hybrid Cttee Rm 2	Y	In house

Chairing in the City	19 th Sept 4.00pm - 5.30pm	Those Members interested in becoming future Chairs of Corporation Committees and curious as to the likely time commitment and responsibilities this entails.	That members understand the specific requirements and responsibilities entailed in chairing a Corporation Committee.	Complementing separate courses on generic/technical chairing skills, this session will detail the specific requirements and responsibilities of Chairs of Corporation Committees.	Greg Moore, Assistant Town Clerk and Member Services Director	Hybrid Cttee Rm 3&4	Y	In house
Q1 Leadership Skills	Date	Targeted Audience	Desired Outcome	Session Content	Facilitator	Format	Recorded	Cost
Member Behaviour	2 nd Oct 2.00pm - 3.30pm	All Members All Co-Opted members	That Members are aware of the Members' Code of Conduct, the Member Officer Charter together with the legal framework governing the conduct of Members and co-opted members.	This session will detail: <ul style="list-style-type: none"> • The Principles of Public Life, the Members' Code of Conduct and the Member Officer Charter • The legal framework 	Michael Cogher, City Solicitor	Hybrid Cttee Rm 2		In House

				governing Member behaviour <ul style="list-style-type: none"> The Corporation's Standards regime and complaints procedure. 				
Speech Writing	11 th October 3.30pm	All Members All Co-Opted members	Members being confident about speech writing.	This session will explain how to formulate a speech effectively.	Peter Cannon, Senior Speechwriter & Communications Officer	In person Cttee Rm 3		In house
Delivering Speeches	18 th Oct 4.00pm – 5.30pm	All Members All Co-Opted members	Members understanding the key considerations in delivering an effective speech	This session will explain the key considerations in delivering an effective speech.	Annemarie Verspeak/ Jane Booth, GSMD	In person Cttee Rm 1		GSM D - £300.00 inc. p/h

Q1 Leadership Skills	Date	Target Audience	Desired Outcome	Session Content	Facilitator	Format	Recorded Y/N	Cost
Introduction to Planning	23 rd October 2 – 4 30 th October 10-12 (TBC)	All non-planning committee Members	Knowledge of planning law. How to maximise your time when making representation at the Planning Committee.	Introduction to planning law. An explanation of the role of Members making representation at the Planning Committee	Gwyn Richards, Rob McNicol, David Horkan, Legal Fleur Francis			In House
Finance in the City	24 th Nov 2.00pm – 3.30pm	All Members	Understanding of the City's financial landscape and how to navigate it. Enhanced subject knowledge and skills	Outlining the City's Financial processes Consider financial boundaries and constraints. Outline financial confidentiality	Caroline Al-Beyerty, Chamberlain & CFO			In House
Recruitment and Selection	16 th November 10.00am	Members appointing senior officers	Successful recruitment of senior officers	Supporting Members through the recruitment and selection process when appointing senior managers	Ali Littlewood, HR Director and Michael Cogher, Solicitor			In House

Introduction to Licensing	5 th December 4.00pm - 5.00pm	All non-licensing committee Members	Knowledge of Licensing law and how best to support residents and local businesses	Basics around licensing laws Members role and how best to represent and support constituents. Outlining and enabling realistic expectations	Rachel Pye			In House
Q2 Health, Safety & Wellbeing	Date	Target Audience	Desired Outcome	Session Content	Facilitator	Format	Recorded Y/N	Cost
Q3 Equality, Diversity and Inclusion	Date	Target Audience	Desired Outcome	Session Content	Facilitator	Format	Recorded Y/N	Cost
Q4 Data and Information	Date	Target Audience	Desired Outcome	Session Content	Facilitator	Format	Recorded Y/N	Cost

