Table detailing training modules provided under rolling L&D themes in 2023-24

Appendix 2

Quarter and period	Theme / focus	Previous session	Date(s)	Aim and delivery	Feedback
Q1: April–June	**Equality, Diversity and Inclusion**	**No directly applicable completed session identified**	Not applicable	Not applicable	Not applicable
Q2: July–September	**Leadership Skills**	**Charitable Responsibilities and Obligations**	Delivered during April–June 2023;	The session aimed to support Members in meeting their charity trustee duties and leadership responsibilities. It provided an overview of charity law, the role of the Charity Commission, and relevant legislation and regulation. It was delivered by the specialist charity law firm Bates Wells, with the question-and-answer session led by Alderman Alison Gowman, drawing on her experience as a charity trustee and former Chair of City Bridge Trust.	The session was described as well attended and received positive feedback.
Q2: July–September	**Leadership Skills**	**Committee Participation Skills**	Delivered during April–June 2023;	The session aimed to help Members participate effectively, collegiately and constructively in decision-making, whether serving as a committee	The previous papers did not record attendance figures or specific participant feedback.

			precise date not stated	member or as a Chair. It was delivered by the Local Government Association.	
Q2: July–September	**Leadership Skills**	**Decision Making and Influencing Change**	13 September 2023	The session aimed to help Members navigate the City Corporation's decision-making processes and become more effective in seeking change. It was delivered in-house by the Town Clerk's Department.	Six Members attended. Feedback was generally positive, with three of four respondents confirming that the intended outcomes had been met. Suggested improvements included using case studies on Standing Orders.
Q2: July–September	**Leadership Skills**	**Chairing in the City**	19 September 2023	The session aimed to explain the specific requirements, responsibilities and time commitments associated with chairing a City Corporation committee. It was delivered in-house by the Town Clerk's department and was intended to complement wider training on meeting participation and decision-making.	Eight Members attended. Feedback on the presentation, content and presenter's knowledge was positive. Attendees suggested that the session should be identified as essential or highly recommended for new and prospective Chairs.
Q2: July–September	**Leadership Skills**	**Member Behaviour, Code of Conduct and Member/Officer Charter**	2 October 2023	The session aimed to raise awareness of the Members' Code of Conduct, the Member/Officer Charter and the legal framework governing the conduct of Members and Co-opted Members. It	Feedback was positive. Suggestions included placing more emphasis on responsibilities relating to charities and outside bodies, circulating slides earlier, and making the training

				was delivered in-house by the Town Clerk's Department.	compulsory following the next Ward elections.
Q2: July–September	**Leadership Skills**	**Speech Writing**	11 October 2023	The session aimed to develop the confidence of Members and Co-opted Members in formulating and writing effective speeches. It was delivered in-house by a senior City Corporation speechwriter and was designed to complement the subsequent practical session on delivering a speech.	The limited feedback received was positive. Participants subsequently supported arranging further speech-writing training.
Q2: July–September	**Leadership Skills**	**Delivering a Speech**	18 October 2023	The session aimed to help Members and Co-opted Members understand and apply the key considerations involved in delivering an effective speech. It was delivered externally by professionals from the Guildhall School of Music and Drama and included practical exercises. The recorded cost was £450.	Five participants attended. Participants valued the practical guidance on breathing, preparation, speaking style and defining key objectives. Feedback indicated that in-person attendance was more effective than online participation, and there was strong support for repeating the session and providing additional public-speaking training.
Q2: July–September	**Leadership Skills**	**Corporate Parenting**	14 November 2023	The session aimed to support Members in understanding and discharging the City Corporation's corporate parenting responsibilities.	Six Members attended, comprising five in person and one remotely. The

				The agendas confirmed that it was offered to all Members but did not identify the facilitator or specify whether it was delivered internally or externally.	agenda did not include a separate evaluation or feedback summary.
Q3: October–December	**Health, Safety & Wellbeing**	**Mental Health for City of London Councillors**	11 March 2024	The session aimed to introduce evidence-based techniques for supporting Members' mental health and wellbeing and to consider how local government powers could be used to create mentally healthier circumstances for residents, workers and visitors. It was delivered externally by an experienced former London councillor, Local Government Association Expert Peer and mental health policy specialist. The recorded cost was £1,000.	Respondents described it as informative and worth repeating, with one suggesting that it should be compulsory.
Q3: October–December	**Health, Safety & Wellbeing**	**Health and Safety Governance**	17 May 2024	The session aimed to educate and update Members on discharging their governance responsibilities under health and safety legislation. It was delivered by internally.	All respondents confirmed that the objectives had been met, praised the presenters' knowledge and said that they would recommend the session.

Q4: January–March	**Data and Information**	**IT and Microsoft Office Skills**	18 April and 8 May 2024	The sessions aimed to improve Members' IT skills and confidence in using Microsoft applications, supporting their capacity and productivity. They were delivered in-house and combined presentations, demonstrations, questions and answers, and individual drop-in support.	Six Members attended the first session and two attended the repeat session. Feedback was generally favourable. Respondents requested further sessions, although one felt that frequent individual questions had interrupted the main presentation.
Q4: January–March	**Data and Information**	**Cyber Security**	12 and 13 June 2024	The sessions aimed to raise Members' baseline understanding of cyber security. They covered the psychology and methods of hackers and defenders, examples of modern security breaches, and current advice and insights from industry experts and the National Cyber Security Centre. They were delivered in-house, with input originally scoped from the City of London Police.	Nineteen attendances were recorded across the two sessions, comprising 11 at the first and 8 at the second. Feedback was positive.
Q4: January–March	**Data and Information**	**Civica and the Mod.Gov App**	17 and 25 June 2024	The sessions aimed to introduce Members to the Modern.Gov application and support its practical use through demonstrations, shortcuts	Seventeen attendances were recorded across the two sessions, with the first session attracting 12 online attendees. Feedback indicated

				and problem-solving guidance. They were delivered externally by Civica at a recorded cost of approximately £1,052.	that the application and training should be promoted more actively. Some Members had not received access before attending, which limited their participation, and it was suggested that IT support should be available at future sessions to assist with installation.