

# MEMBER DEVELOPMENT OPPORTUNITIES 2016-2017

## Introduction

This brochure summarises the training support available for Members over the 2016-17 Municipal year. If Members wish for other areas of training please let the Democratic Services Team know.

The principles of Cardiff's Member Development strategy are to:

- Provide a Member-led planned approach to Member Development to identify, agree and deliver development needs
- Involve Members in their development, from planning the Member Development Programme through to delivery and evaluation
- Support individual Member Development needs, valuing and recognising the skills and experiences that Members already have or need to acquire
- Ensure the member development programme has relevance and quality of delivery
- Deliver development in innovative ways to make best use of the resources available.

## Attendance at External conferences, Seminars and other events

Members interested in attending an external conference, seminar or other event which will incur any associated expenditure, such as a delegate fee or travel and accommodation costs, need to complete the relevant form in advance of attendance. Any such request must be approved by the Council's Monitoring Officer prior to any travel or accommodation bookings or arrangements being made by the Council. Officers from the Democratic Services team will make the necessary arrangements on behalf of the Elected Member.

## Contact details

For further details of training opportunities contact the Member Services Team, Room 286, County Hall on 029 20872020 Email [democraticservices@cardiff.gov.uk](mailto:democraticservices@cardiff.gov.uk)



## **ON-LINE COURSES FOR COUNCILLORS FROM THE ALL WALES ACADEMY**

These courses are available at the All Wales Academy which is due to be relaunched soon and log on details will be re-sent to all Members in shortly.

### *Councillor Induction and Skills*

- Ethics & Standards
- Decisions for Future Generations
  
- Introduction to Local Government Wales

### *Personal Development*

- Chairing Meetings
- Public Speaking Skills
  - Presentation Skills
  - Effective Minute Writing
  - Effective Writing
  - Meeting Skills
  - Managing Yourself and Your Time
  - Using E-Learning for Your Development
  - Self - Development
  - Emotional Intelligence
  - Giving and Receiving Feedback

### *Handling Information*

- Sharing Personal Information
- Freedom of Information - A Guide for Local Authorities
- Introduction to Information Governance
- Direct Marketing
- Data Protection Awareness.

### *Health, Safety & Wellbeing*

- Managing Health & Safety
- Stress Awareness
- Well-being of Future Generations (Wales) Act 2015
- Violence against women, domestic abuse and sexual violence

### *People Management Skills*

- Optimising Team Performance - Delegation
- Supervising - Achieving Excellence Online Module
- Training and Development for Managers
- Team Leading and Improving Performance

### *Change Management*

- Personal Resilience
- Change Management - Change & People
- Change Management-Introduction to Change Management
- Alternative Delivery Models
  
- Financial Inclusion and Tackling Poverty
  
- Social Services and Well-being (Wales) Act 2014

## MEMBER DEVELOPMENT PROGRAMME AUGUST 2016 - MARCH 2017

<b>AUGUST 2016</b>	<b>EVENT</b>	<b>FACILITATOR/SPEAKER</b>	<b>PURPOSE</b>
<b>17 August @ 4.30pm Committee Room 4</b>	Community Infrastructure Levy (CIL) & Draft Planning Obligation Supplementary Planning Guidance (SPG) Briefing	Simon Gilbert	Information
<b>SEPTEMBER 2016</b>			
<b>12 September @ 5.00pm</b>	Well- being of Future Generations (Wales) Act 2015 Workshop	Christine O'Byrne, Corporate Policy Manager.	Module also available at All Wales Academy
<b>13 September @ 12.30pm</b>	Cardiff Transport Strategy Briefing	Paul Carter, Matthew Price	Information
<b>20 September @ 5.30pm</b>	Cardiff Transport Strategy Briefing	Matthew Price & Jason Dixon	Information
<b>29 September @ 3.00pm City Hall</b>	Well- being of Future Generations (Wales) Act 2015 Workshop	Christine O'Byrne Corporate Policy Manager.	Module available All Wales Academy
<b>OCTOBER 2016</b>			
<b>11 October 4.30 – 6.30pm</b>	Members Guardianship Role as Corporate Parents Workshop	Irfan Alam/ Michelle Godfrey and Jo Finch	Essential Training
<b>18 October – 4.30pm – 6.30pm</b>	Personal Safety For Members Workshop	Jeremy Griffiths Security Manager/ Gavin Macho/ Emergency Management and Trish Sheppard	Essential Training (Members Health & Safety and Security)
<b>20 October 2016 - 3.00pm – 4.00pm</b>	Pre – Council Briefing: Cycling Strategy	Facilitated by Matt Price	Policy Related
<b>NOVEMBER 2016</b>			
<b>November/ December 2016</b>	Scrutiny Webcasting Workshop	Development Sessions for Scrutiny Committee Members ahead of the launch of Webcasting of meetings.	Awareness / support
<b>10 November 4.30-6.30pm</b>	Identifying Signs of Exploitation/ Abuse Workshop	Irfan Alam/ Michelle Godfrey and Jo Finch	Essential Training
<b>22 November 2016 5.00pm</b>	Improving Scrutiny Workshop	Davina Fiore / Paul Keeping/ Councillor De'Ath	All Members
<b>24 November 2016 3.00pm</b>	Pre Council Briefing Welfare Reform	Councillor Elsmore; Jane Thomas	Policy / Information Related
<b>DECEMBER 2016</b>			
<b>Date tbc</b>	Financial Management / Budget Workshop	Christine Salter/ Ian Allwood. Chris Pyke	Budget/ Policy update
<b>JANUARY 2017</b>			
<b>Date tbc</b>	Financial Management / Budget Workshop	Christine Salter/ Ian Allwood. Chris Pyke	Budget/ Policy update

<b>DEVELOPMENT SESSIONS STILL BEING ARRANGED</b>			
<b>DATE</b>	<b>EVENT</b>	<b>CONTENT</b>	<b>PURPOSE</b>
<b>January 2017</b>	How to direct local residents to health support workshop	This workshop will equip Members with the tools to use every opportunity to deliver brief advice to improve the health and wellbeing of citizens; ask the right questions and inform citizens of relevant health enhancing information and services.	General Policy related
<b>November/ December 2016</b>	Scrutiny Webcasting Workshop	Development Sessions for Scrutiny Committee Members ahead of the launch of Webcasting of meetings.	Awareness / support
<b>Spring 2017</b>	Ensuring a good work-life balance workshop	This workshop will help members balance the needs of their Council and non-Council roles.	Awareness/support
<b>Drop- In Sessions various</b>	Members Enquiry System Drop-In Sessions	Refresh for Members on the Members Self Service Enquiry Service and on request for service matters.	Information / update
<b>January 2017</b>	Gypsy and Traveller Cultural Awareness Briefing	The Gypsies and Travellers Wales project to facilitate	Awareness session
<b>Early 2017</b>	New Planning Legislation/ Policy Workshop	Facilitated through the Planning Committee policy meetings	Policy related
<b>To be confirmed</b>	Day in the life of a Social Worker	Facilitated by Amanda Phillips, Assistant Director Adult Social Services	Information