



# Councillor Development Programme 2024 – 2025

## Councillor Development Programme 2024 – 2025

The Organisational Development (OD) Team is pleased to present the Councillor Development Programme 2024 – 2025.

Outlined within this Programme is a variety of training and development opportunities that are aligned to Our City: Our Plan and the strategic direction of the Council, supporting you to be effective in your role as a Councillor and enabling you to advocate for the residents of Wolverhampton.

The Programme has been developed through discussions at the Councillor Development and Information Technology Advisory Group and the Governance and Ethics Committee, as well as through seeking feedback from all Councillors via the weekly Councillor email.

As the year progresses, the offer may develop dependent on additional learning needs that may arise.

All upcoming training and development opportunities will be regularly communicated via the Councillor weekly email.

We are very keen to receive any feedback you may have on the sessions we arrange and will send out feedback forms following attendance at a course.

If you have any queries regarding training and development, please contact: [OD.Team@wolverhampton.gov.uk](mailto:OD.Team@wolverhampton.gov.uk).



## Training Courses

Please see below a variety of in-house training courses available to Councillors this forthcoming year.

<b>Quarter 1 (April – June)</b>				
<b>Date</b>	<b>Training Course</b>	<b>Provider</b>	<b>Session Information</b>	<b>Attendees</b>
May	Licensing Committees, Taxi Licensing and Licensing Act 2003 Training	James Button & Co	This course will examine the role of the licensing/regulatory committees and the decision-making process.	Licensing Committee Members
June	Probity in Planning	Bethan Evans Governance Training and Consultancy	This course will look at the importance of probity in the planning process and the approaches/ protocols which can ensure high standards and robust decisions.	Planning Committee Members
<b>Quarter 2 (July – September)</b>				
<b>Date</b>	<b>Training Course</b>	<b>Provider</b>	<b>Session Information</b>	<b>Attendees</b>
September	Digital Skills Workshop	Internal	This short workshop will assist with improving your digital skills. The session will cover topics such as using Microsoft Teams and Outlook; accessing City People and the Our People portal; and reviewing committee papers via a digital device.	Open to all
September	Suicide Awareness	Integrated Care Board	This workshop is designed to develop awareness and knowledge of Suicide Safety Planning and assist with signposting individuals to support.	Open to all



September	Treasury Management Training	TBC	This short workshop will aim to give you an understanding of the treasury management strategy and functions of treasury management within the Council.	TBC
<b>Quarter 3 (October – December)</b>				
<b>Date</b>	<b>Training Course</b>	<b>Provider</b>	<b>Session Information</b>	<b>Attendees</b>
October	Supporting yours and your residents' wellbeing with Able Futures	Able Futures	This workshop will provide information on the Able Futures' wellbeing support. This session will be useful to support both your own wellbeing and employed residents of Wolverhampton.	Open to all
November	Climate Action Awareness and Communication	Internal- Green Cities and Circular Economy Team	This short workshop will cover the key information on climate change, including how to drive awareness and simply, yet effectively communicate climate change information to residents.	Open to all
December	Councillor Code of Conduct	Internal- Monitoring Officer	This training session will provide Councillors with an understanding of the provisions of the Code of Conduct and to feel better equipped to carry out their roles effectively and lawfully.	Open to all
<b>Quarter 4 (January – March)</b>				
<b>Date</b>	<b>Training Course</b>	<b>Provider</b>	<b>Session Information</b>	<b>Attendees</b>
January	Digital Skills Workshop	Internal	This short workshop will assist with improving your digital skills. The session will cover topics such as using Microsoft Teams and Outlook; accessing City People and the Our People portal; and reviewing committee papers via a digital device.	Open to all

## Additional Training Courses

The below courses may be organised on an ad hoc basis dependent on need.

Training Course	Provider	Session Information	Attendees
Unconscious Bias	Inspiring Insights	These online workshops aim to demystify how our brains unconsciously affect our behaviours, decisions and interactions with others. The sessions will take a non-judgmental approach to explore how unconscious bias operates and how it can inadvertently impact our lives.	Required for Councillors sitting on Interview Panels
Chairing Skills	LGiU	This half-day online session will help you to improve your chairing skills for online, hybrid and in-person meetings and learn techniques to manage participation.	New Committee Chairs
Carbon Literacy Training Session	Internal- Green Cities and Circular Economy Team	The Green Cities and Circular Economy team will be delivering fully certified carbon literacy training. The training will cover climate change causes, consequences, and solutions to increase awareness. Successful completion of coursework is required to achieve the carbon literacy certification. The course duration is eight hours, which will be split into two four-hour sessions over two days.	Open to all

## **Mandatory Training**

All Councillors are expected to complete mandatory training when elected as a Councillor.

All Councillors should ensure their mandatory training is up-to-date and complete any new modules that may be introduced throughout the year.

The mandatory training modules are in the format of e-learning and are to be completed via the Our People Portal. If you experience any difficulties logging into the [Our People Portal](#) or accessing the e-learning modules, please contact [OD.Team@wolverhampton.gov.uk](mailto:OD.Team@wolverhampton.gov.uk).

A list of the current mandatory training modules can be found below.

- An Introduction to Equality and Diversity
- Child Sexual Exploitation
- Climate Change Toolkit
- Corporate Parenting
- Customer Service
- Dementia Awareness
- Health & Safety
- Political Awareness
- Professional Conversations
- Protecting Information (must be re-completed every two years)
- Safeguarding Against Violent Extremism (PREVENT)
- Safeguarding Awareness
- Using Restorative Practice

## Process for booking external courses and conferences

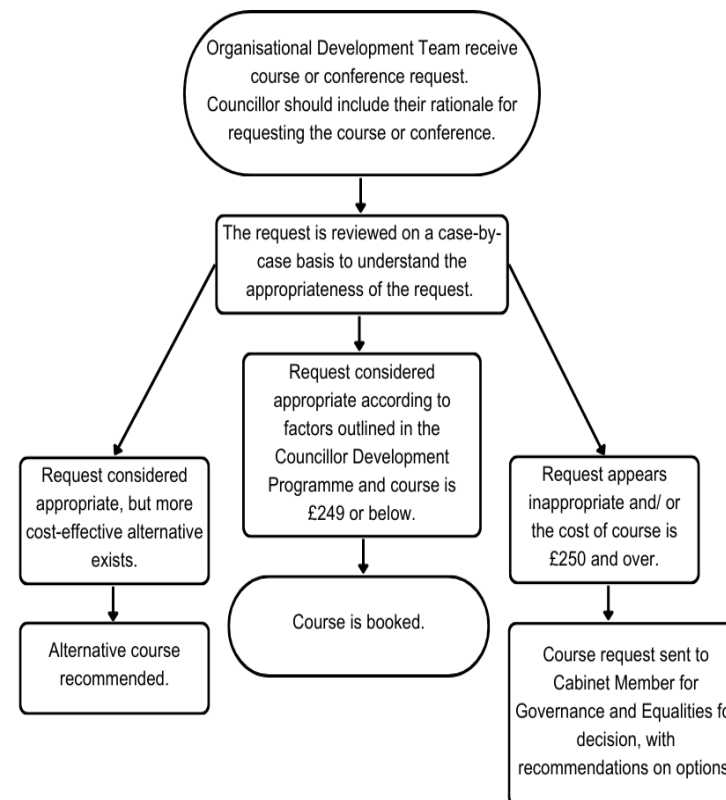
On occasion, Councillors may request attendance at an external course or conference.

It should be noted that the budget for Councillor Development for 2024 – 2025 is £10,000. This budget is also used to cover the cost of in-house training courses, which can cost in the region of £1500 per course.

Therefore, individual requests will need to be reviewed carefully on a case-by-case basis. The following factors will be considered in deciding the appropriateness of the request:

- Councillor's role and responsibilities
- Alignment to the Council's Our City: Our Plan and strategic direction
- Provider reputation
- Cost
- Availability of alternative opportunities
- Location

See the diagram on the right for information on the booking process.



## LGA Training and Development Courses

Please contact [OD.Team@wolverhampton.gov.uk](mailto:OD.Team@wolverhampton.gov.uk) for further information on the below courses.

Please note dates for some courses are yet to be announced.

<b>LGA Training and Development</b>		
<b>Course</b>	<b>Information</b>	<b>Attendees</b>
Communication and Media Political Leadership Masterclass	The LGA run a masterclass to develop and enhance your media interview skills with journalists. The session is run by Scott Chisholm, who advises senior politicians and corporate executives.	Councillors who hold leadership positions such as cabinet members, committee chairs and opposition group leaders.
Disabled Councillors Leadership Programme	The Disabled Councillors Leadership Programme has been shaped in co-production with disabled people and Councillors. The topics and activities will take disabled councillors through a six-month journey of personal development to accelerate their leadership skills and support them to be resilient and confident local leaders.	Disabled Councillors
Leadership Essentials: Adult Social Care	The programme will explore leadership within the current policy and practice context, including the NHS White Paper and Bill, changes to public health, implications of Covid response and recovery, adult social care funding and reform, and ongoing health and care integration.	Cabinet Member for Adults and Wellbeing
Leadership Essentials: Audit Committees	This programme will discuss how Audit Committees can be most effective. Drawing on the insights of regulators and practitioners, it will provide space for participants to reflect on how their committee functions and how it can gain assurance that their council's governance arrangements are fit for purpose.	Chair of Audit Committee
Leadership Essentials: Children's Services	This development event aims to support Cabinet Members with the key challenges they face in the changing policy landscape and to	Cabinet Member Children and Young People



	develop leadership capacity, share learning and provide a valuable networking opportunity.	Chair of Children & Young People Scrutiny
Leadership Essentials: Cultural Services	The programme aims to help participants to develop a better understanding of the role integrated cultural services can play in communities and to understand the extent of transformation that is required in the planning, delivery and development of cultural services.	Cabinet Member for Visitor City
Leadership Essentials: Digitalisation	This programme will provide councillors with an opportunity to learn about their role in creating strong digital and inclusive cultures for the benefit of all residents whilst managing security-based risks.	Leader Deputy Leader Cabinet Member for Digital
Leadership Essentials: Finance	This programme will help Councillors to understand the financial challenges facing their authority. The programme will cover how councils can set longer term strategies for sustainability as well as balancing the budget on an annual basis and working with officers to ensure that the Council is making the most of its opportunities.	Leader Cabinet Member for Resources Chair of Resources and Equality Scrutiny Panel Chair of Audit and Risk Committee
Leadership Essentials: Finance for Non-Finance Cabinet Members	This course will de-mystify the financial elements of your portfolio. The programme will increase members' understanding of the contemporary local government finance system; provide practical advice to enable cabinet members to navigate their financial systems and control; enable participants to better integrate financial information with non-financial service performance information.	Non-finance cabinet members Non-finance committee chairs
Leadership Essentials: Leading Healthier Places	The programme will support participants to consider the national, regional, system and place context for Health and Wellbeing Boards including public health and prevention. The programme will	Cabinet Member for Adults and Wellbeing

	also cover how governance arrangements enable collaboration and effective decision-making and what does best use of data look like.	
Leadership Essentials: Prevent and Counter-Extremism	The programme will explore themes including national and local approaches to Prevent delivery, counter extremism and cohesion work; national and local threats; emerging and evolving challenges; and communications and community engagement on divisive issues and effective leadership.	Open to all Councillors
Leadership Essentials: Risk Management Political Leadership	This seminar will enable participants to develop their understanding of how risk should be identified, assessed, and managed throughout the council.	Open to all Councillors
One-to-one Coaching	The LGA is offering coaching support to councillors wishing to develop their leadership skills. Councillors can benefit from one-to-one support from an experienced coach to develop into brilliant community leaders. Each councillor will have an initial meeting, where they will get to know their coach. This is followed by three one-hour coaching sessions.	Councillors who hold leadership positions such as the Leader, cabinet members, committee chairs and opposition group leaders.  Coaching is also available to Disabled Councillors.

## LGA Training and Development Courses

The courses below are delivered by the LGA but incur an additional charge. Attendance at these courses will be considered on a case-by-case basis. Please contact [OD.Team@wolverhampton.gov.uk](mailto:OD.Team@wolverhampton.gov.uk) for further information. Please note dates for some courses are yet to be announced.

<b>LGA Training and Development</b>		
<b>Course</b>	<b>Information</b>	<b>Attendees</b>
Black, Asian and Minority Ethnic Councillors Weekender	The LGA run weekender events for black, Asian and minority ethnic councillors. This programme has supported many councillors in their political and strategic thinking. Previous events have covered the topics of developing your political brand and developing your political leadership skills.	Black, Asian and Minority Ethnic Councillors
Effective Opposition	This programme is designed to help participants to get a better understanding of how they can enhance the effectiveness of their role in leading an opposition group at their council.	Opposition Leader Deputy Opposition Leader
Leadership Essentials: Being an Effective Cabinet Member	The course examines the aspects of being a successful cabinet member, including understanding the legacy you want to leave, working with your director, working with other cabinet members, making effective decisions and managing your workload.	New Cabinet Members
Leadership Essentials: Effective Scrutiny	This programme will cover leading and managing a scrutiny review; chairing scrutiny meetings; and increasing participation by members and the public.	New Scrutiny Chairs
Leadership Essentials: Getting your Message Across	This event will provide leading councillors with the new ideas, strategies and techniques for achieving more effective communication with both internal and external audiences.	Leader Cabinet Members Opposition Leader Opposition Deputy Leader

Leadership Essentials: Licensing	This course will focus on good quality decision making at licensing committee and how a good licensing committee is run. Attendees will be able to compare how their committee operates with other authorities and share ideas with other councillors.	New Licensing Chairs
LGBTQ+ Councillors Weekender - "I'm Me"	Councillors will explore some of the challenges facing LGBTQ+ elected members given the societal pressures facing LGBTQ+ communities and will have the opportunity to hear experiences from other LGBTQ+ leaders. Councillors will have time to reflect on your personal leadership style and explore key leadership skills such as influencing, networking and creating impact.	LGBTQ+ Councillors
Young Councillors' Weekender	This event is designed to give councillors aged 40 and under an opportunity to receive focused leadership skills development aimed at helping you to progress in your political career. The event also provides a chance to build up your network of other young councillors from different political parties across the country.	Councillors aged 40 and under

## LGA Resources

LGA Resources	
Resource	Information
<a href="#">New Councillor Hub</a>	The LGA has developed a Councillor Hub to provide newly elected members with the essential information that you may need.
<a href="#">LGA Councillor Workbooks</a>	The LGA have developed several Councillor workbooks that cover key topics and policy areas. Example workbooks include: Acting on Climate Change, Engaging Young People, Local Government Finance, Mentally Healthier Communities, and more.
<a href="#">LGA E-learning Platform</a>	The LGA provides a dedicated e-learning platform. There are a range of modules available including: Children's Services, Economic Development, Handling Intimidation, Stress Management and Personal Resilience, and more. Councillors wishing to register on the platform will need to use their Wolverhampton.gov.uk email address.
<a href="#">LGA Events and Webinars</a>	The LGA regularly organise a variety of events and webinars on topical areas. Previous webinars have included: Personal Safety, Cyber Security, Introduction to Local Government Finance, Data and Managing Council Performance. These opportunities will be communicated throughout the year via the Councillor weekly email.