

Final Local Government Yorkshire and Humber Regional Induction Programme

Date 2011	Event	Venue	MDO/Provider	Target Audience
19th May	<p>Speaking in the Chamber - Regional <i>A fun, practical session to help you become familiar with speaking in the Council Chamber- the following techniques will be covered:</i></p> <ul style="list-style-type: none"> • <i>Sight reading so that you can always make eye contact with your audience</i> • <i>Vocal warm-up</i> • <i>Gestures to emphasise meanings</i> • <i>Stressing words effectively so that your audience derives greater meaning from them.</i> 	1pm to 3pm – Leeds Council Chamber	Kay Sidebottom/ <i>Emma Taylor</i> Booking Contact: Sarabjit.Kundan@leeds.gov.uk Tel: (0113) 3950492	Members who wish to improve their skills in this area
1 st June	<p>The Role of the Civic Head & Team - Regional There will be a cost of £120 per delegate for this session <i>This will include discussion on the role of all of the above and identify any concerns and further needs you may have in carrying out the role. An aim of the event is to provide the opportunity to meet and network with Members from other authorities in similar prospective roles.</i></p>	9.30am for 10.00am to 3.45pm - Grimsby Town Hall, North East Lincolnshire Council	Wendy Howman Booking Contact: Wendy.Howman@nelincs.gov.uk Tel: 01472 324082	Prospective Civic Heads, Mayor's, Consorts or Escorts, their Deputies and all Civic Support Officers
6 th June	<p>Chairing Skills for Scrutiny - Regional <i>This aims to explore how chairs can use their skills to increase scrutiny's chances of influence and success and offer an opportunity to do some work on developing and improving the skills necessary to do so. The session will enable participants to:</i></p> <ul style="list-style-type: none"> • <i>identify what makes scrutiny meetings and the scrutiny process effective</i> 	5pm to 8pm - Scarborough Council Chamber	Gill Wilkinson/ <i>Tim Young</i> Booking Contact: Gill.willkinson@scarborough.gov.uk Tel: 01723 232303	All scrutiny members, including Overview and Scrutiny Committee chairs and vice-chairs, who want to improve their understanding of a scrutiny chair's role and

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	<ul style="list-style-type: none"> • chair meetings effectively through the use of preparation, structuring and management • use available resources to achieve their objectives • encourage investigation, evidence collection and assessment • explore ways of dealing with the problems that can affect meetings, such as conflict, negativity and lack of participation <p>Methods used are participative exercises, group discussion, teaching and handouts.</p>			acquire (or be reminded of) some of the key skills, approaches and tactics that enable the role to be carried out effectively.
6 th June	<p>Introduction to Licensing - Regional <i>Working with recent examples this event will focus on Members' roles and responsibilities in licensing decision making and protocols. Evidence decision making. Undertaking fair hearings. Rules of natural justice. Introduction to Licensing Act 2003.</i></p> <p>10.30am to 11.30 will be a statutory refresher for experienced Councillors 11.30am to 13.30pm will be covering key licensing issues from a new licensing members perspective</p>	10.30am. to 13.30pm - City Hall, Bradford	Chris Farquhar/ <i>Roger Butterfield</i> Booking Contact: christopher.farquhar@bradford.gov.uk Tel: 01274 432828	Experienced Councillors & Members new to Licensing Committee
7 June	<p>Chairing Skills for Scrutiny - Regional <i>This aims to explore how chairs can use their skills to increase scrutiny's chances of influence and success and offer an opportunity to do some work on developing and improving the skills necessary to do so. The session will enable participants to:</i></p> <ul style="list-style-type: none"> • identify what makes scrutiny meetings and the scrutiny process effective • chair meetings effectively through the use of preparation, structuring and management • use available resources to achieve their objectives • encourage investigation, evidence collection and assessment 	9.30am to 12.30 - Kirklees	Angie Aspinall/ <i>Tim Young</i> Booking Contact: angie.aspinall@kirklees.gov.uk	All scrutiny members, including Overview and Scrutiny Committee chairs and vice-chairs, who want to improve their understanding of a scrutiny chair's role and acquire (or be reminded of) some of the key skills, approaches and tactics that enable the role to be carried out effectively.

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8 June	<p>Making a Bigger Difference Through Overview & Scrutiny - Regional</p> <p><i>The characteristics of 'efficient and effective scrutiny' - an approach which seeks to make a bigger difference benefiting the Council and our communities. Looks at why Executive members, officers and Partners should 'buy in' to an ambitious 'making a difference' approach to O&S – and how stakeholders could benefit How change can be affected using techniques like the 'one page strategy' to project plan a review, also how O&S can be linked to the business transformation challenges facing your Council</i></p>	5pm to 8pm - York Mansion House	Amanda Oxley/David McGrath Booking Contact: amanda.oxley@york.gov.uk Tel: 01904 552054	Aimed at Scrutiny Members
8 June	<p>Managing Your Casework - Regional</p> <p><i>This informative and interactive event will give you a chance to consider how to handle your casework effectively, deal with difficult people and raise your profile within your ward Experienced councillors will share tips and experiences, and will conclude with a networking lunch, allowing you to share your experiences with other new councillors from different authorities</i></p> <p>Safeguarding Adults - Regional</p> <p><i>This informative and essential event will provide an introduction into adult safeguarding and the issues facing local authorities at a national and local level. It will explore the roles and responsibilities of Members within the context of surgeries and ward work.</i></p>	<p>9.30am to 12pm - Leeds Town Hall</p> <p>1pm to 4.30pm - Leeds Town Hall</p>	<p>Kay Sidebottom Booking Contact: Sarabjit.Kundan@leeds.gov.uk Tel: (0113) 3950492</p> <p>Norman-Stirling Baxter</p>	New Councillors Aimed at Newly Elected Members

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9 th June	<p>Introduction to Licensing - Regional <i>Working with recent examples this regional event will focus on Members' roles and responsibilities in licensing decision making and protocols. Evidence decision making. Undertaking fair hearings. Rules of natural justice. Introduction to Licensing Act 2003.</i></p>	<p>10am. to 3pm – Wakefield</p> <p>CANCELLED</p>	<p>Nina Barratt/Roger Butterfield Booking Contact: nbarratt@wakefield.gov.uk 01924 305192 CANCELLED</p>	<p>Members new to Licensing Committee</p>
10 th June	<p>Chairing Skills - Regional <i>This event will look at the skills required to</i></p> <ul style="list-style-type: none"> • be a good chair, • how to successfully chair different kinds of meetings including quasi-judicial and community meetings and how to deal with difficult participants. 	<p>10.00am to 12.30 - Town Hall, Wakefield</p>	<p>Nina Barratt/Liz Bavage Booking Contact: nbarratt@wakefield.gov.uk 01924 305192</p>	<p>Aimed at Chairs in areas such as Planning and Licensing</p>
13 th June	<p>Introduction to Licensing – Sub-Regional (West Yorkshire authorities) <i>Working with recent examples this event will focus on Members' roles and responsibilities in licensing decision making and protocols. Evidence decision making. Undertaking fair hearings. Rules of natural justice. Introduction to Licensing Act 2003.</i></p>	<p>9.30am to 4.30pm</p>	<p>Angie Aspinall/Internal Booking via Eventbrite (web address to be circulated nearer the time)</p>	<p>Members new to Licensing Committee</p>
14 th June	<p>The Role of Councillors in Planning: Propriety and Good Practice (changes in relation to the Localism Bill 2010 - Regional) <i>This is an interactive planning session using real life case studies which will take you through the stages of consideration of a planning application. The event will provide you with up-to-date legislative changes in the new Government's agenda for planning. Topic covered include: The Planning Act 2008, Strategic Planning, other actions relating to planning such as transport and cuts in expenditure etc. As a whole, this</i></p>	<p>9.15am to 4.45pm Calderdale - Halifax Town Hall</p>	<p>Amanda Venning/Trevor Roberts Associates Booking Contact: Amanda.venning@calderdale.gov.uk Tel: 01422 393179</p>	<p>Aimed at Planning Committee Members</p>

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	<i>is a comprehensive development day for all those councillors involved in or have just been appointed onto a Planning Committee</i>			
16th June	Dealing with the Press - Regional	5.30pm to 8.00pm Calderdale - Halifax Town Hall	Amanda Venning/Neil Beecham/ Nicola Futtit, Calderdale Communications Contact: Amanda.venning@calderdale.gov.uk Tel: 01422 393179	New Councillors
22 June	<p>'Managing Difficult Situations & Time Management Training for Councillors' - Regional</p> <p>There will be a cost of £50 per delegate for this session</p> <p><i>This seminar will give members an overview of the type of situations likely to confront members in the coming year and a range of management strategies - from 'managing the media minute' to 'effective time management strategies'</i></p> <p><i>A lively, interactive programme for new and experienced members alike. Key areas covered:</i></p> <ul style="list-style-type: none"> • <i>The implications, pressures and coping strategies allied to reductions in public sector funding</i> • <i>The Media magic minute</i> • <i>The 7 deadly sins of Member/ officer relationships</i> • <i>The habits of efficient and effective Councillors</i> • <i>The 5 most powerful surgery questions - ever</i> • <i>A personal action plan for continuous</i> 	4pm to 7pm - York's Central Library	Amanda Oxley/David McGrath Booking Contact: amanda.oxley@york.gov.uk Tel: 01904 552054	New Councillors

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	<i>professional development</i>			
24 June	Introduction to Finance - Regional <i>The event will help Members understand:</i> <ul style="list-style-type: none"> • Where the money comes from, the constraints and controls on finance. • Budgets and the budgeting monitoring process. • How elected Members can better engage with their Councils finances 	1pm to 4pm - Kirklees Council Chamber	Angie Aspinall - Ian Fifield - LG Futures Booking via Eventbrite (web address to be circulated nearer the time)	Aimed at all Councillors who wish to improve their skills in this area
5th July	Regional Induction Event - Regional <i>(The programme is yet to be agreed but will cover topics such as: LEPS, Localism, Big Society, Member Officer relations)</i>	Time to be confirmed - Mansion House – York	Amanda Oxley - Various Booking Contact: margaret.watson@lgyh.gov.uk ; Tel:07976278156 Lesley.whiting@lgyh.gov.uk ; Tel: 07500073218	New Councillors
8 th July	Safeguarding Adults - Regional <i>This informative and essential event will provide an introduction into adult safeguarding and the issues facing local authorities at a national and local level. It will explore the roles and responsibilities of Members within the context of surgeries and ward work.</i>	9.30am to 12pm - Leeds Town Hall CANCELLED	Kay Sidebottom/Norman-Stirling Baxter Booking Contact: Sarabjit.Kundan@leeds.gov.uk Tel: (0113) 3950492	New Councillors
11 th July	Speaking in the Chamber - Regional <i>A fun, practical session to help you become familiar with speaking in the Council Chamber- the following techniques will be covered:</i> <ul style="list-style-type: none"> • Sight reading so that you can always make eye contact with your audience • Vocal warm-up • Gestures to emphasise meanings • Stressing words effectively so that your audience 	6pm to 8.30pm - Scarborough Council Chamber	Gill Wilkinson/Emma Taylor Booking Contact: Gill.wilkinson@scarborough.gov.uk Tel: 01723 232303	Members who wish to improve their skills in this area

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	<i>derives greater meaning from them.</i>			
14 th July	<p>Speaking in the Chamber - Regional <i>A fun, practical session to help you become familiar with speaking in the Council Chamber- the following techniques will be covered:</i></p> <ul style="list-style-type: none"> • <i>Sight reading so that you can always make eye contact with your audience</i> • <i>Vocal warm-up</i> • <i>Gestures to emphasise meanings</i> • <i>Stressing words effectively so that your audience derives greater meaning from them.</i> 	5.30pm to 8.00pm Calderdale - Halifax Town Hall	Amanda Venning/Emma Taylor Booking Contact: Amanda.venning@calderdale.gov.uk Tel: 01422 393179	Members who wish to improve their skills in this area
18 th July	<p>Dealing with Difficult Situations x 2 sessions - Regional <i>Working with recent examples this regional event will focus on Members' roles and responsibilities in licensing decision making and protocols. Evidence decision making. Undertaking fair hearings. Rules of natural justice. Introduction to Licensing Act 2003.</i></p>	3.00pm to 5.00pm & 5.30pm to 7.30pm Banqueting Hall, City Hall – Bradford	Chris Farquhar/Emma Taylor Booking Contact: Tel: 01274 432828 christopher.farquhar@bradford.gov.uk	New Councillors & those wishing to update their skills in this area
18 th July	<p>Chairing Skills - Regional <i>This event will look at the skills required to</i></p> <ul style="list-style-type: none"> • <i>be a good chair,</i> • <i>how to successfully chair different kinds of meetings including quasi-judicial and community meetings and how to deal with difficult participants.</i> 	10.00am to 12.30 - Town Hall Wakefield	Nina Barratt/Liz Bavage Booking Contact: nbarratt@wakefield.gov.uk 01924 305192	Aimed at Chairs in areas such as Planning and Licensing

**Final
Local Government Yorkshire and Humber
Regional Programme of Events**

Date 2011	Event	Venue	MDO/Provider	Target Audience
9 th June	Scrutiny Conference (Programme to be confirmed - Health, Localism, Police, self regulation-self assessment, Leadership) Regional	Town Hall – Rotherham	Cath Saltis/ <i>Various</i> Booking Contact: Cath.saltis@rotherham.gov.uk Tel: 01709 822779	All Councillors
21 st June	Members as Community Leaders – Planit-Sustainability - Regional <i>A shared Member and Officer event. This learning simulation session will:</i> <ul style="list-style-type: none"> • bring together Members and Officers from across Yorkshire to look at their community leadership role • give Members and Officers a good understanding of sustainable communities, big society and partnership working. 	11am to 3.30pm - Calderdale Halifax Town Hall	Amanda Venning/ <i>Pixelfountain</i> Booking Contact: Margaret Watson Tel:07976278156 margaret.watson@lgyh.gov.uk	Councillors & Officers Aimed at Portfolio Holders for Planning and Regeneration and Members wanting to develop their Community Leadership skills
23 rd June	Members as Community Leaders - Planit-Sustainability - Regional <i>A shared Member and Officer event. This learning simulation session will:</i> <ul style="list-style-type: none"> • bring together Members and Officers from across Yorkshire to look at their community 	11am to 3.30pm – Scarborough Town Hall	Gill Wilkinson/ <i>Pixelfountain</i> Booking Contact: Margaret Watson Tel:07976278156 margaret.watson@lgyh.gov.uk	Councillors & Officers Aimed at Portfolio Holders for Planning

	<p><i>leadership role</i></p> <ul style="list-style-type: none"> • give Members and Officers a good understanding of sustainable communities, big society and partnership working. 			and Regeneration and Members wanting to develop their Community Leadership skills
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26 th July	Introduction to the Localism Bill - Key Issues - Regional	10am to 12pm Town Hall Wakefield To be re scheduled for the autumn	Nina Barratt/ <i>TBC</i> Booking Contact: nbarratt@wakefield.gov.uk 01924 305192	All Councillors
27 th July	Introduction to the Localism Bill - Key Issues - Regional	10am to 12pm Town Hall Leeds To be re scheduled for the autumn	Kay Sidebottom/ <i>TBC</i> Booking Contact: Sarajit.Kundan@leeds.gov.uk Tel: (0113) 3950492	All Councillors
20 th September	Safeguarding Event Regional <i>This is an interactive event using drama based methods to demonstrate the issues around safeguarding in children and adults</i>	10am to 4pm Banqueting Hall, City Hall Bradford	Chris Farquhar/ <i>Collingwood Learning Solutions Ltd</i> Booking Contact: christopher.farquhar@bradford.gov.uk Tel: 01274 432828	All Councillors