MEMBER DEVELOPMENT

In 2023 we listened to feedback from our members and reorganised our induction process. They heled us to understand that for newly elected members a series of detailed presentations is a little overwhelming.

Instead, we hosted an initial on site welcome day where they received a briefing from the monitoring officer and then, in groups, visited stands hosted by directors and other senior officers to have an informal conversation about the services we provide, where no questions were off the table!

The panels used for the stands that provide the outline of these conversations are provided.

At the end of the day, digital services hosted a drop in session to support new members in setting up their devices with their resources.
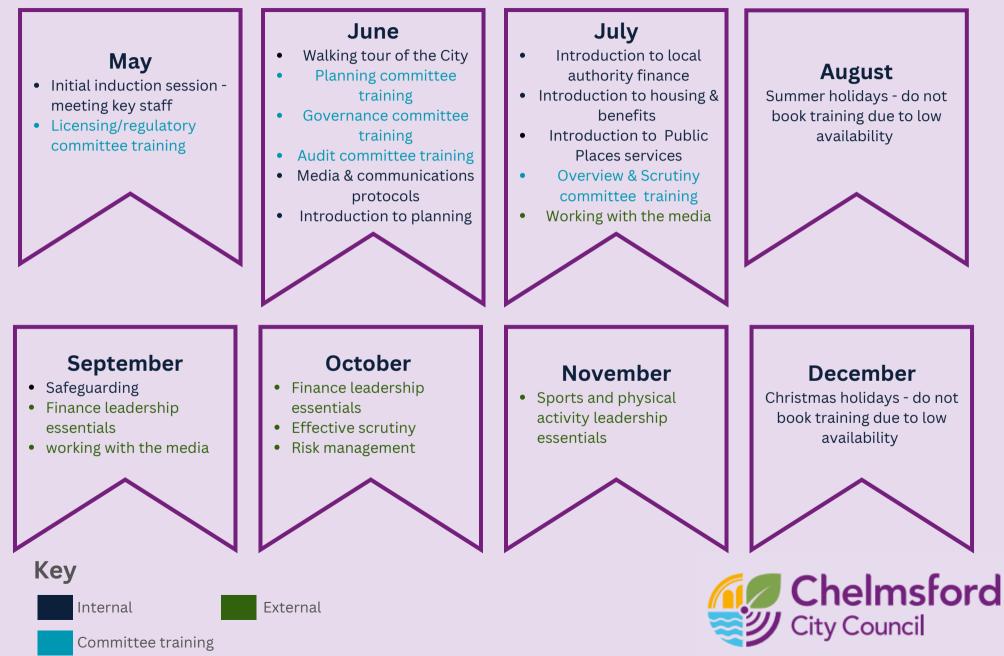
Following this session, specialist training courses are provided throughout the rest of the year (example schedule and online courses outlined below).

We also have a cross-party member development working group which allows us to identify any areas where additional training and support may be useful.

Chelmsford City Council

MEMBER DEVELOPMENT

New electoral term induction for our members (template)

May
- Initial induction session - meeting key staff
- Licensing/regulatory committee training

June
- Walking tour of the City
- Planning committee training
- Governance committee training
- Audit committee training
- Media & communications protocols
- Introduction to planning

July
- Introduction to local authority finance
- Introduction to housing & benefits
- Introduction to Public Places services
- Overview & Scrutiny committee training
- Working with the media

August
Summer holidays - do not book training due to low availability

September
- Safeguarding
- Finance leadership essentials
- working with the media

October
- Finance leadership essentials
- Effective scrutiny
- Risk management

November
- Sports and physical activity leadership essentials

December
Christmas holidays - do not book training due to low availability

Key

Internal	External
Committee training	

Chelmsford City Council

MEMBER DEVELOPMENT

Below are the toolkits and training courses available to our members

Workbooks

- Acting on Climate Change
- Being an effective ward councillor
- Bribery and fraud prevention
- Chairing skills
- Commissioning Services
- Community safety
- Councillor / Officer Relations
- Creating a' fit for the future organisation'
- Engaging young people
- Facilitation and conflict resolution
- Handling casework
- Handling complaints for service improvement
- Health and safety in the council
- Influencing skills
- Local government finance
- Media and communications
- Neighbourhood & community engagement
- Neighbourhood planning- ward councillors
- Planning
- Scrutiny
- Scrutiny of finance
- Stress management & personal resilience
- Supporting residents with complex issues
- Working with town and parish councillors

E-learning modules

- An Overview of the General Data Protection Regulation for Councillors
- Anti- Bribery and Corruption
- Commissioning Council Services
- Community Engagement and Leadership
- Councillor Induction
- Effective Ward Councillor
- Equality, Diversity and Unconscious Bias
- Facilitation and Conflict Resolution
- Handling Complaints for Service Improvement
- An introductory to Housing
- Influencing Skills
- Licensing and Regulation
- Planning
- Police and Crime Panels
- Scrutiny for councillors
- Stress Management and Personal Resilience
- Supporting constituents with complex issues

Chelmsford City Council