



## EMC Councillor Development 2021 - 2022

East Midlands Councils (EMC) provides a comprehensive, value for money Councillor Development programme for member councils in the East Midlands.

Supporting Councillors is a key area of our work, more information on how we support Councillors and Councils can be found on our website [here](#).

This brochure provides a brief overview of our development and support offer for Councillors across the East Midlands, this includes;

- **Policy / thematic based events** for Councillors in the East Midlands, highlighting specific areas, such as our current programme of events on climate changes specifically designed for Councillors
- A **weekly briefing service** with the latest digested news for local government emailed to you every Friday
- **Skills workshops** delivered in house, online and face to face at our headquarters (when conditions allow), on areas such as Chairing skills, Time management and Presentation skills
- The **East Midlands Regional Councillor Development Charter**, we support the assessment and validation of Charter, as well as on going support
- **Personal Development Planning** for Councillors
- **Action Learning** Sets for Councillors
- **Developing Impact and Influence** Workshops for Councillors

We also host networks for Councillors, bringing both Councillors and Officers together on areas such as;

- [Councillor Development](#)
- [Overview and Scrutiny](#)

### WORKSHOPS FEATURED

- The Role of the Civic Head
- Chairing and Effective Meetings
- Overview and Scrutiny workshop for Councillors
- Overview and Scrutiny workshop for Chairs and Vice Chairs
- Communication skills for Councillors

### With details to follow on further sessions, including;

- Workshop for Newly Elected Councillors
- Social Media
- Local Government Finance



Some of the positive feedback we have received from our workshops for Councillors

*“The course was interactive and the exercises worked in a very standard way. I feel that it is one of the better courses I have been on.”*

*“It will help me to implement some intergenerational project groups within my ward”*

*“Great, this was really useful and enjoyable, I learnt a great deal in such a short period of time”*

## CLIMATE CHANGE WORKSHOPS

East Midlands Councils, the LGA and Midlands Energy Hub working in partnership are offering a series of virtual interactive workshops for Councillors on Climate Change. The interactive virtual workshops will provide Councillors from across the East Midlands with the opportunity to hear from both Councillors and Officers on innovative approaches to climate change reduction plans and initiatives.

The workshops will include both keynote presentations and small group working, providing space for discussion, sharing and exploring ‘what does this mean for me and my community?’ and ‘what role can I play?’.

A series of workshops will be held during 2021, the themes will explore:

- Transport (Public and Private)
- Behavioural change
- Green Economic Recovery / renewable and green energy

East Midlands Councils, the LGA and Midlands Energy Hub have already delivered workshops on;

- Community engagement
- Housing and Energy Efficiency

Further information on the events in the programme will be available shortly, along with the dates for the workshops on Transport and Behaviour Change.

## THE ROLE OF THE CIVIC HEAD

EMC is hosting a two hour virtual workshop for newly appointed Mayors and deputy Mayors. The Role of the Civic Head workshop will explore;

- Expectations, including; the expectations as incoming mayor, the public expectations and the councils
- Measures of success of your terms of office

Short introduction sessions on touching upon;

- Chairing Full Council
- Public Speaking
- Social Media

**Question from delegates** - Delegates will have an opportunity in advance of the session to submit any questions that they have that they would want answered during the course of the 2 hour workshop.

**Audience** - the intended audience for this workshop is newly appointed Mayors and deputy Mayors.

**Date and time** - 26 May 2021, 14:00 - 16:00

This virtual course will be held using Zoom.

**Cost** – £80 plus VAT per place

Please note that places are limited, we recommend early booking to ensure a place.

**How to book** – please book places online [here](#).



## CHAIRING AND EFFECTIVE MEETINGS

EMC is hosting a 3 hour virtual session on Chairing and Effective meetings. The workshop is suitable for new and continuing chairs. This virtual session will be interactive, drawing on people's experience and insights from the tutor with some group work. It covers formal roles such as chairing full council or a planning committee, as well as less formal approaches to chairing eg. for scrutiny activity and public meetings. It explores the implications of remote working for holding and managing meetings and the value of protocols for engagement.

This virtual interactive workshop will include breaks, to ensure that those taking part can get the most out of the session.

The sessions will offer councillors

- Checklists and protocols for virtual meetings
- Briefing and activity cover preparation for meetings, management of a meeting and follow up for effective outcomes
- useful phrases for chairs

The focus is guided by participants so we can include problem solving around challenges chairs might face

**Audience** - The workshop is suitable for new and continuing chairs.

**Date and time** - Friday 18 June, 10:00 - 13:00

This virtual course will be held using MS Teams.

**Costs** - £75 per person for EMC Members (Costs subject to VAT).

Please note that places are limited, we recommend early booking to ensure a place.

**How to book** – please book places online [here](#).

## OVERVIEW AND SCRUTINY WORKSHOP

EMC is hosting a 3 hour virtual session on Overview and Scrutiny. The workshop is suitable for new and experienced non-executive councillors and co-optees involved in O&S activity. The workshop will draw on people's experience and insights from the tutor.

This workshop will cover the principles behind scrutiny and the different ways of working, as well as skills for the roles. We will look at the formal roles such as O&S committee meetings, less formal approaches to scrutiny such as task and finish groups and inquiry days and the importance of all parts of the system collaborating constructively through scrutiny. Scrutiny skills include work programming, project scoping and questioning, listening and evidence gathering.

**Date and Time** - Thursday 24 June, 10:00 – 13:00

These workshops will be 3 hours in length, breaks will be included throughout the session to aid concentration and enjoyment of the virtual workshop.

**Costs** - £75 per person for EMC Members (Costs subject to VAT).

This virtual course will be held using MS Teams.

**How to book** – please book places online [here](#).

## Councillor Development Network

The Councillor Development Network supports both local authority Members and Officers responsible for councillor learning and development, by sharing knowledge, information and ideas across the region through discussions and presentations. Over the past twelve months the network have discussed engagement, role profiles, induction, evaluation and identifying learning needs.

The network webpage is available [here](#).

**Lead Officer** - Lisa Butterfill, East Midlands Councils

For more information about this network contact Lisa Butterfill

[lisa.butterfill@emcouncils.gov.uk](mailto:lisa.butterfill@emcouncils.gov.uk)

For more information on our Councillor Development support contact

**Kirsty Lowe**

[Kirsty.lowe@emcouncils.gov.uk](mailto:Kirsty.lowe@emcouncils.gov.uk) or visit

[www.emcouncils.gov.uk/  
Councillor-Information-and-](http://www.emcouncils.gov.uk/Councillor-Information-and-)



# WORKSHOP FOR CHAIRS AND VICE CHAIRS OF OVERVIEW AND SCRUTINY

EMC is hosting a 3 hour virtual session on Overview and Scrutiny, this workshop will focus specifically on the role of the Chair and Vice Chair.

The workshop will focus on the specific tasks of the Chair and Vice-chair in providing leadership to the scrutiny function, exploring the guidance provided by Government in 2019, considering matters relating to the culture and relationships in your council that influence scrutiny, discussing how you build capacity for O&S activity of different types and motivate your members and getting the most out of O&S to make an impact on your council and for its residents

The focus will be guided by participants and your particular approach to scrutiny in your council. There is scope for problem solving and development of O&S in your council, with the emphasis placed on the need for a return on investment from O&S and value-added outcomes from its work.

**Date and Time** - Tuesday 29 June, 10:00 – 13:00

These workshops will be 3 hours in length, breaks will be included throughout the session to aid concentration and enjoyment of the virtual workshop.

**Costs** - £75 per person for EMC Members (Costs subject to VAT).

This virtual course will be held using MS Teams.

**How to book** – please book places online [here](#).

## WORKSHOPS COMING UP....

### Virtual Communication Skills for Councillors

EMC is offering a one-hour virtual communication session for Councillors. This one-hour session offers an interactive introduction to online communication skills.

The outcomes will include: enhanced awareness of positive virtual communications, how to improve personal communication skills, reputation and transferability of skills to the real world.

**Date and Time** - Thursday 23 September 14:00 – 15:00

**Costs** - £55.00 per person for EMC Members (Costs subject to VAT).

This virtual course will be held using Zoom.

**How to book** – please book places online [here](#).

### With details to follow on further sessions, including;

- Workshop for Newly Elected Councillors
- Social Media
- Local Government Finance

## East Midlands Scrutiny Network

The East Midlands Councils Scrutiny network is a local authority network for Councillors and Officers involved with Scrutiny.

The network provides Councillors and Officers with the opportunity to share knowledge, work programmes and information, as well as providing an opportunity to explore national developments concerning scrutiny.

The network webpage is available [here](#).

**Chair of the Network** - Cllr Gale Waller, Rutland County Council

**Lead Officer** - Kirsty Lowe, East Midlands Councils

### Future meeting dates

**2021 Meeting dates** - We are scheduling dates in 2021, all meetings are at this point planned to take place virtually using MS Teams.

Timings – 10:00 – 11:30

- 25 June 2021
- 24 September 2021
- 10 December 2021

For more information on how to join the network meetings contact

[Kirsty.lowe@emcouncils.gov.uk](mailto:Kirsty.lowe@emcouncils.gov.uk)

