

Generic development programme for elected members

January 2013 – May 2014



(This development programme seeks to address the generic development needs of members as identified through the 2012 PDP process)

Capital Programme			
<p>As this is the first session a brief introduction to the Generic Development Programme will be provided by the Chief Executive or his nominee</p> <p>Description</p> <p>To brief members on the council's capital programme, how projects become part of the capital programme and the need to ensure that resources are not committed on projects which cannot be delivered.</p> <p>Focus on the importance of the capital programme process, physical build programme, achieving sustainable projects and how the programme is financed.</p> <p>To also touch upon the principles of effective project management.</p>	<p>Date March</p> <p>Duration 2hrs</p>	<p>Provider G Millar</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Excellence in leadership
Creating a Culture for Change			
<p>Description</p> <p>To brief members on:</p> <ul style="list-style-type: none"> • how the importance of continuous improvement and change should be demonstrated through effective leadership at all levels in the council and how both staff and communities need to be involved • different models and approaches that can be used to manage change effectively, what approaches can be effective in certain change situations and how "emergent" and complex change in particular can best be managed 	<p>Date TBC</p> <p>Duration 2hrs</p>	<p>Provider Chief Officers</p> <p>Location Reception Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Excellence in leadership

Generic development programme for elected members



The council's Efficiency Programme			
<p>Description</p> <p>To provide members with an overview of the corporate efficiency programme.</p> <p>To examine the fundamental key drivers for developing successful efficiency programmes.</p> <p>To provide an overview of the council's efficiency themes and targets.</p>	<p>Date</p> <p>March</p> <p>Duration</p> <p>2hrs</p>	<p>Provider</p> <p>R Cregan</p> <p>Location</p> <p>City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Excellence in leadership
Keeping up to date with Local Government Reform			
<p>Description</p> <p>The Local Government Reform Programme (or RPA as commonly known) and the transfer of key functions such as statutory planning and regeneration back to councils by 2015 will further enhance the ability of members to shape the social, economic and physical regeneration of communities and the well-being of citizens.</p> <p>The reform programme will have a direct impact upon the future governance and functional responsibilities of the council and a detailed programme of work is underway at both a regional level and within Belfast City Council to prepare for and take full advantage of the opportunities presented by reform.</p> <p>Seminar/workshop sessions which provide a forum to update members and discuss Councils preparations in relation to e.g:</p> <ul style="list-style-type: none"> • Emerging legislative and governance changes • Preparations for the new functions transferring to the council • Preparations for extending services to those new households and citizens coming into Belfast from Lisburn and Castlereagh • Financial planning linked to council's preparations for reform 	<p>Date</p> <p>Quarterly</p> <p>1st Meeting in February</p> <p>Duration</p> <p>2hrs</p>	<p>Provider</p> <p>Internal</p> <p>Location</p> <p>City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Scrutiny and challenge • Understanding the council • Community leadership • Excellence in leadership • Political understanding • Working in partnership

Generic development programme for elected members



<p>These seminars will be further supplemented by a focused communications' programme including, but not limited to, specific briefings for Party Groups, regular updates on Interlink and Intercom.</p>			
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The role of a councillor – Council's governance arrangements and constitution
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<p>Description</p> <p>To examine current governance arrangements in the council and the ongoing development of the council's constitution</p> <ul style="list-style-type: none"> • Legal status of the council • Decision making process of the council • Functions of the council • Roles of members/officers • Rights of members • Code of conduct • Council's Constitution 	<p>Date April</p> <p>Duration 2hrs</p>	<p>Provider C Quigley and S McCrory</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council
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Corporate Planning

<p>Description</p> <p>To help members gain a greater understanding of the city, its strengths, weaknesses, opportunities and threats and what is currently being planned to address issues.</p> <p>To familiarise members with the corporate planning cycle and how this links in with the rate setting process and to outline to members the 'Planning Framework' which maps out all the plans and their interdependencies</p> <p>To support members to establish the key council priorities over the remainder of the council term, in the context of external and internal change</p> <p>To explore how these priorities can be delivered in the context of available resources</p>	<p>Date Feb/Mar</p> <p>Duration 1-2hrs (Party briefings)</p> <p>2hrs (Workshop)</p>	<p>Provider S McNicholl</p> <p>Location Party Rooms</p> <p>Reception Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Excellence in leadership
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Generic development programme for elected members



<p>(affordability and deliverability)</p> <p>To explore changes required to strategic planning in the council as a result of developments such as the area working groups and community planning;</p> <p>This aspect of the development programme will be delivered as part of the ' Party Briefing' process, as has been the case in previous years, and through cross party/AWG workshops</p>			
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Tourism and Economic Development			
<p>Description</p> <p>To familiarise members with the tourism market</p> <p>To assist members in having a thorough understanding of the opportunities and challenges facing Belfast as a tourist destination</p> <p>To support members in their role to develop Belfast as an international tourist destination</p> <p>To assist members in developing their role to effectively:</p> <ul style="list-style-type: none"> • promote business start-up • support business growth • encourage innovation and development in key growth sectors • promote the benefits of Belfast as a dynamic business location • help create the right skills to match local business needs 	<p>Date</p> <p>June</p> <p>Duration</p> <p>2hrs</p>	<p>Provider</p> <p>Internal</p> <p>Location</p> <p>City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Excellence in leadership

Generic development programme for elected members



Striking the rate and understanding council finances			
<p>Description</p> <p>To brief members on the process for agreeing and setting the domestic and business rates and how linkage must exist across all committees to ensure concerted approach</p> <p>To provide information on the sources of council finances, the discrete capital and recurrent expenditure streams and the linkages to the delivery of the corporate plan and investment programme</p> <p>This need will be addressed through party briefings</p>	<p>Date September</p> <p>Duration 1hr</p>	<p>Provider R Cregan</p> <p>Location Party Rooms</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Excellence in leadership
Understanding the statistics			
<p>Description</p> <p>To familiarise members with the CityStats system and how they can utilise it to obtain key information about their DEA</p>	<p>Date May</p> <p>Duration 2 hrs</p>	<p>Provider SNAP team, ISB</p> <p>Location Emergency Planning Room</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council • Community leadership
The Data Protection and Information Management obligations of a councillor			
<p>Description</p> <p>To advise members of their responsibility under the Data Protection Act and the implications of the Freedom of Information Act</p> <p>To explore the issues around data security</p>	<p>Date September</p> <p>Duration 2hrs</p>	<p>Provider Records Management</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Understanding the council

Generic development programme for elected members



Understanding the Council's Declaration of Interest Policy			
<p>Description</p> <p>To advise members of their obligations in respect of both declaring and registering interests</p> <p>To be considered in the context of the development of Part 2 of the scheme</p>	<p>Date Sept</p> <p>Duration 2hrs</p>	<p>Provider C Quigley and S McCrory</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> Understanding the council
iPad Training - Modern.gov and My Council Services			
<p>Description</p> <p>To brief members on the effective use of the Modern.gov. and My Council Services Apps</p> <p>This briefing will help members access information on council, committees and the calendar of meetings in readiness for using the device during council and committee meetings in April</p>	<p>Date January</p> <p>Duration 1hr</p>	<p>Provider ISB/Democratic Services</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> Communication skills Understanding the council
iPad Training – Utilising the iPad as a key communications device			
<p>Description</p> <p>To train members on how to harness the iPad as a key communications device</p>	<p>Date May</p> <p>Duration 2hrs</p>	<p>Provider ISB/Democratic Services</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> Communication skills Understanding the council

Generic development programme for elected members



Success with social media (foundation level)			
<p>Description</p> <p>This foundation session will introduce members to social media and the strengths and weaknesses of the different platforms. It will demonstrate how they can best use evolving channels to get their message across and connect with the public and stakeholders</p>	<p>Date March</p> <p>Duration 2hrs</p>	<p>Provider external</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Communication skills • Understanding the council • Community leadership • Excellence in leadership
Success with social media (intermediate level)			
<p>Description</p> <p>The intermediate session will build on the foundation programme and focus on how to build an audience, spread key messages and avoid potential pitfalls</p>	<p>Date May</p> <p>Duration 2hrs</p>	<p>Provider external</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Communication skills • Understanding the council • Community leadership • Excellence in leadership
Public speaking / Presentation skills			
<p>Description</p> <p>Generic training for members to improve their confidence and ability to deliver speeches and presentations that convey their message and make an impact (arising from PDP analysis)</p>	<p>Date October</p> <p>Duration 2hrs</p>	<p>Provider external</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> • Personal Development • Communication skills

Generic development programme for elected members



Maximising Personal Effectiveness (Time Management)			
<p>Description</p> <p>The course will enable members to implement a daily planning system and establish effective priorities as well as rescheduling their time to cope with emergencies (arising from PDP analysis)</p>	<p>Date October</p> <p>Duration 2hrs</p>	<p>Provider external</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> Personal development
Speed reading			
<p>Description</p> <p>The course objective is to enable members to read more quickly and efficiently. It will equip members with skills which will improve comprehension and retention of information</p>	<p>Date November</p> <p>Duration 2.5hrs</p>	<p>Provider external</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> Personal development
Mental health and emotional well-being			
<p>Description</p> <p>The course will examine the spectrum of mental ill health, the causes, implications and community response plan</p>	<p>Date December</p> <p>Duration 2hrs</p>	<p>Provider BHSC</p> <p>Location City Hall</p>	<p>Political competency developed or personal development need</p> <ul style="list-style-type: none"> Personal development