



**Members'  
Induction Programme  
2008**

**Member Development  
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This leaflet outlines the learning and development sessions that you will be encouraged to attend as a new Member of Leeds City Council.

Please note that all induction sessions (unless otherwise stated) will take place in the Civic Hall. Please ask for the exact location at reception.

A light lunch will be provided for all events. Please contact us if you have any special dietary needs or any other requirements.

## FINDING YOUR FEET – SERVICES AND SUPPORT

**Monday 12<sup>th</sup> May 2008**  
**10am to 12pm**

**Presented by:**

Nick de la Taste, Chief Democratic Services Officer, with representatives from Group Offices

**Content:**

This session will provide you with all the information you need to get up and running quickly in your new role. You will understand what services you can access and gain an awareness of the protocols and procedures in place to support you. Topics covered include: your allowance entitlements, the pension scheme, training and development opportunities, and the role of the Group Offices.

The session continues with lunch, where you will have the chance to meet the officers and discuss your individual requirements further. There will then be the chance to find out more about being a councillor from your group colleagues.

## INTRODUCTION TO ICT

**Monday 12<sup>th</sup> May 2008**  
**1pm to 4pm**  
**OR**  
**Thursday 5<sup>th</sup> June 2008**  
**9:30am to 12:30pm**

**Presented by:**

Dennis Rhodes, Associate IT Trainer

**Content:**

This session will explain to you how the council's computer system works, show you how to log in, and explain what applications are available to you. You will be able to discuss any further IT training you need. There will also be the opportunity to talk through what computer equipment is available to you for your home.

An essential session for all new councillors!

## LEARNING THE ROPES – THE CONDUCT OF COUNCIL MEETINGS

**Wednesday 14<sup>th</sup> May 2008**  
**10am to 12pm**

**Presented by:**

Ian Walton, Principal Governance Officer

**Content:**

Council meetings can appear puzzling and intimidating to newcomers. This session will help to remove the mystery and help you feel more confident by explaining the procedures and processes involved. You will get the opportunity to try out the voting equipment and microphones in the Council Chamber itself. This session will be followed by lunch.

## SPEAKING IN THE CHAMBER

**Wednesday 14<sup>th</sup> May 2008**  
**1pm to 3pm**

**Presented by:**

Emma Taylor, 'Successful Speeches'

**Content:**

A session to help you become familiar with speaking in the Council Chamber. Emma will help you learn the following techniques:

- 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 derives greater meaning from them.

## UNDERSTANDING THE CODE OF CONDUCT

**Tuesday 20<sup>th</sup> May 2008**  
**10am to 12pm**

**Presented by:**

Kate Feltham, Principal Corporate Governance Officer  
Nicolé Jackson, Assistant Chief Executive (Corporate Governance)

**Content:**

As a local councillor, you need to understand the Code of Conduct, which exists to guide and protect you in your role. This session will explain the requirements of the Code in terms of your general obligations as a councillor and how to register and declare your interests.

## HOW THE COUNCIL WORKS – STRUCTURES AND DECISION-MAKING

**Wednesday 21<sup>st</sup> May 2008**  
**10am to 12pm**

**Presented by:**

Liz Davenport, Principal Corporate Governance Officer

**Content:**

This session will demystify the workings of the Council in a fun and informative way. You will understand how decisions are made, the difference between Council and Executive functions and how the organisation is structured.

## MEDIA SKILLS

**Friday 30<sup>th</sup> May 2008**  
**9:30am to 12:30pm**  
**OR**  
**1:30pm to 4:30pm**

**Presented by:**

Charlotte Milligan, 'Maypole Media'

**Content:**

These sessions are open to both new and existing councillors.

The workshop will help you to prepare for a radio or television interview, and feel confident, even at short notice. You will have a clear idea how the media works and how to get the best out of it, plus a chance to practise your new skills with a detailed personal debrief to follow.

## UNDERSTANDING SCRUTINY

**Monday 2<sup>nd</sup> June 2008**  
**10am to 12pm**

**Presented by:**

Peter Marrington, Head of Scrutiny and Member Development

**Content:**

This event will help you to understand the role and organisation of the Council's Scrutiny function and put Scrutiny into context within the Council's decision-making process.

## LOCAL GOVERNMENT FINANCE MADE SIMPLE

**Tuesday 3<sup>rd</sup> June 2008**  
**10am to 12pm**

**Presented by:**

Alan Gay, Director of Resources

**Content:**

This event will provide a basic introduction to local government finance and the Council budget. It will explain how the Council receives and allocates European and government funding and how council tax is set and spent in Leeds. Officers will also demonstrate a new finance e-learning course for councillors, which is designed to take your knowledge to the next level.

## LEEDS LOCAL AREA AGREEMENT AND STRATEGIC PLAN

**Tuesday 3<sup>rd</sup> June 2008**  
**1pm to 3pm**

**Presented by:**

Jane Stageman, Senior Project Manager, Performance and Improvement

**Content:**

This session is open to both new and existing councillors.

How will the council improve things for the people of Leeds? This event will explain what the council is trying to achieve for the future and how it will do it. You will learn about the Leeds Local Area Agreement and the Leeds Strategic Plan and how they set out how the council will work with external partners to achieve the targets for the city agreed with central government.

## INTRODUCTION TO PERFORMANCE MANAGEMENT

**Tuesday 17<sup>th</sup> June 2008**  
**11am to 12:30pm**

**Presented by:**

Marilyn Summers, Senior Performance Manager

**Content:**

This session is open to both new and existing councillors.

Performance management involves using information about how things are, to decide how to make them better. It is part of everything that the council does and helps us to achieve what we set out to do.

This session will explain how the council manages performance and your role as a councillor in doing this.

## MEET THE CORPORATE LEADERSHIP TEAM

**Tuesday 17<sup>th</sup> June 2008**  
**1pm to 1:30pm**  
**Leonardo Building**

The Corporate Leadership Team (CLT) consists of the Council's senior officers and the Chief Executive, Paul Rogerson. CLT would like to invite you to one of its weekly meetings. You will have the opportunity to discuss any issues relating to its service areas and get the chance to put faces to names.

Please assemble in the Civic Hall ante-chamber at 12.50pm and you will be escorted to the Leonardo building.

## LICENSING FOR MEMBERS\*

**Sessions will be arranged on a one to one basis, as required.**

**Presented by:**

Gill Marshall, Head of Legal Services

**Content:**

The Head of Legal Services will brief you about the Licensing Act and Gambling Act and how Leeds City Council conducts licensing matters. You will learn about your role on the Licensing Committee and have a chance to ask any questions.

\* This training session is compulsory for new Members appointed to Licensing Panels.

## PLANNING FOR MEMBERS\*

**Sessions will be arranged on a one to one basis, as required.**

**Content:**

This briefing with the relevant Area Planning Manager will provide general information on planning, including information on the context of planning and an outline of the legislative framework. You will also learn about your role in the process, especially in relation to development control and material considerations. There will be a chance to ask any questions you might have.

\* This training session is compulsory for new Members appointed to a Plans Panel.

## CRACKING THE CODE

**Monday 30<sup>th</sup> June 2008**  
**10am to 12pm**

**Presented by:**

Kate Feltham, Principal Corporate Governance Officer  
Kay Sidebottom, Member Development Officer

**Content:**

This session follows on from the 'Understanding the Code of Conduct' event on 20<sup>th</sup> May. You will go through our popular e-learning courses 'Cracking the Code (parts 1 and 2)' with the help of experienced officers. You'll then have the chance to ask any questions and deal with any outstanding issues from your experiences to date.