



Local Government Training Group

# LGTG PROSPECTUS 2016-17

The Local Government Training Group (LGTG)

August 2016

## LGTG REMIT

**LGTG is the central shared resource for learning and development in district councils**

LGTG is responsible for the oversight and co-ordination of training activities for all groups of employees for which there is an identified common need throughout the local government service.

LGTG is advised on learning and development needs and provision by a Practitioners' Group which comprises one representative from each council.

LGTG's strategic objective is to enhance knowledge and skills and build capacity in district councils in the context of the needs of the sector.

LGTG, in partnership with NILGA and the NAC, has an Elected Member Development Steering Group which advises on and supports capacity building for councillors.

*... "to enhance knowledge and skills and to build capacity" ...*

## LGTG PROVISION

An **Open Course Programme** of short skills-based courses is published three times each year, see [www.lgsc.org.uk/lgtg](http://www.lgsc.org.uk/lgtg), in addition LGTG also supports a number of **other capacity building initiatives, courses and programmes**.

**This Prospectus is intended to give some detail of the wider LGTG-supported provision.**

LGTG also supports **organisation development (OD)** projects within individual councils and **other initiatives** in the sector.

## LEARNING MANAGEMENT SYSTEM (LMS)

The LMS is an eLearning platform which will allow councillors and officers to access courses and learning materials from their PC, laptop, iPad or smartphone at a time convenient to them.

It will also allow local government to deliver a more flexible 'blended' approach to learning and development to suit different learning styles.

The site is currently being prepared for launch in councils, keep a look out for further announcements within your council.

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## PEOPLE & OD STRATEGIC FRAMEWORK UPDATE

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LGTG is supporting the implementation of the outputs of the Pillar Working Groups as follows:

- ◆ **Leadership Academy**— LGTG will recommend and support courses and programmes to assist individuals to progress through the 3 Leadership ‘Gateways’
- ◆ **Performance Culture Toolkit**—this automated, comprehensive set of tools, information and support to assist councils and service teams to identify areas for performance improvement , manage performance affectively at all levels and create a performance culture throughout the council is available on the LMS for use in each council

See [www.lgsc.org.uk](http://www.lgsc.org.uk) for further information on the Strategic Framework

## SUPPORT FOR THE PROFESSIONAL GROUPS

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LGTG will consider requests for specific training or support from any of the professional groups operating within local government. Solace NI support/endorsement is usually required for any such requests.

## ELECTED MEMBER TRAINING (Short Courses)

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In addition to any Capacity Building needs identified by its Elected Member Development Steering Group, LGTG provides to councils on an ongoing basis the following short courses for councillors:

- ◆ *Chairing Skills*
- ◆ *Presentation Skills*
- ◆ *Report Writing*
- ◆ *Introduction to LG Finance*
- ◆ *How to deliver High Impact Speeches*
- *Best Practice in Audit Committees*

- ◆ *Handling the Media with Confidence*
- ◆ *Members’ Code of Conduct*
- ◆ *Introduction to Governance*
- ◆ *Guidance for Members Serving on Outside Bodies*
- ◆ *Time Management*

All courses can be delivered as short sessions (up to 2 hours), half-day or whole day and can be scheduled in the evening (before or after a Council meeting for example).

All courses can be run in-house or shared with neighbouring councils. Courses can also be tailored to individual council needs within reason.

## LGTG-SUPPORTED PROGRAMMES ACCREDITED BY UUU AND QUB

COURSE OR PROGRAMME AND PROVIDER	SUITABLE FOR	CURRENT LEVEL OF LGTG FUNDING SUPPORT	CONTACT POINT FOR INFORMATION
<p><b>Advanced Diploma in Civic Leadership and Community Planning</b> Business Institute, University of Ulster, Jordanstown.</p>	Elected Members and Officers in councils	LGTG contribution of £1,125 towards UUU course fee of £2,250	<p>Steve Pollard Programme Director <a href="mailto:sf.pollard@ulster.ac.uk">sf.pollard@ulster.ac.uk</a></p> <p>07710 717 161 028 9036 6572</p>
<p><b>Advanced Diploma in Management Practice Local Government Cohort</b> Business Institute, University of Ulster, Jordanstown and Magee.</p>	Junior and Middle Managers in councils	There is currently no decision on LGTG funding support for this programme.	<p>Dr Joy Taylor Course Director <a href="mailto:j.taylor@ulster.ac.uk">j.taylor@ulster.ac.uk</a></p> <p>07702 971 441 028 9036 8317</p>
<p><b>Business Leaders Programme</b> Leadership Institute, Queen's University, Belfast.</p>	Chief Executives and very experienced Directors	LGTG contribution of £1,200 towards QUB course fee of £2,992	<p><a href="mailto:leadershipinstitute@qub.ac.uk">leadershipinstitute@qub.ac.uk</a></p> <p>028 9097 4394</p>
<p><b>Emerging Leaders Programme</b> Leadership Institute, Queen's University, Belfast.</p>	Directors, Senior Managers and High Potential Middle Managers	LGTG contribution of £1,500 towards QUB course fee of £3,400	<p><a href="mailto:leadershipinstitute@qub.ac.uk">leadershipinstitute@qub.ac.uk</a></p> <p>028 9097 4394</p>
<p><b>Next Generation Leadership Programme</b> Centre for the Advancement of Women in Politics, Queen's University, Belfast.</p>	Female Elected Members and Officers in councils	LGTG contribution of £600 towards QUB course fee of £1,200	<p>Victoria Montgomery <a href="mailto:cawp@qub.ac.uk">cawp@qub.ac.uk</a></p> <p>028 9097 3629</p>
<p><b>Champions of Change - 'Embedding Diversity in the Local Government of the Future'</b> Business Institute, University of Ulster, Jordanstown.</p>	Elected Member and Officer Equality Champions or Equality Officers in councils	LGTG contribution of £488 towards UUU course fee of £975	<p>Steve Pollard Programme Director <a href="mailto:sf.pollard@ulster.ac.uk">sf.pollard@ulster.ac.uk</a></p> <p>07710 717 161 028 9036 6572</p>

All programmes are regularly evaluated and reviewed by LGTG to ensure that they are relevant to local government needs, that value for money is secured and that quality is maintained.



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## LGTG GOVERNANCE

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LGTG is responsible to the Local Government Staff Commission for Northern Ireland and carries out the Commission's statutory function of:

*"Promoting or assisting the development of, or providing, facilities for the training of officers." para 40 (4) (e) of Local Government Act (NI) 1972*

- Its Accounting Officer is the Chief Executive of the Staff Commission
- Membership of the LGTG is drawn from key stakeholders
- It meets five times each year under the chairmanship of SOLACE, the current Chair is Stephen Reid, Chief Executive, Ards & North Down Borough Council
- It is supported by a **Practitioners' Group** comprising a representative from each council and an **Elected Member Development Steering Group** comprising representatives from NILGA and the NAC
- All LGTG training providers are selected via a public procurement process.

## CONTACT LGTG

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Secretariat:

**Linda Leahy,**

**Director - Talent and Development**

Administration:

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✉: **Commission House, 18-22 Gordon Street, Belfast, BT1 2LG**

☎: **(028) 9031 3200**

✉: **lgtg@lgsc.org.uk**

🌐: **www.lgsc.org.uk**

***info .....***

***Each council has a Training Liaison Officer based in the HR department who acts as the link to LGTG for booking courses etc.***