

Local Authority Elected Member Training Programme 2022





Comhairle Contae Chill Dara
Kildare County Council



Laois County Council
Áras an Chontae, Portlaoise, Co. Laois



Leitrim
County Council
Comhairle Chontae Liatroma



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Donegal County Council



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an Chabháin
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Comhairle Contae Chill Mhantáin
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Council



comhairle chontae na mí
meath county council

Ministerial Foreword



I welcome the publication of AILG's 2022 Training Brochure, which I know will greatly assist the State's 949 City and County Councillors and ensure that they receive both appropriate and relevant training and development as they govern Irish local authorities into the future.

As Minister of State with responsibility for Local Government and Planning, I have the privilege of overseeing what I believe to be one of Ireland's most important sectors - important not just for its value to the Irish Citizen, but also for its potential to change society for the better. Local Government is the closest arm of the State to the citizen and I am consistently impressed by the degree to which local government has continued its front-line work looking after citizens during the toughest of times.

I continue to work well with the management team in the AILG, your board and all the members across the country. As you know I operate an open-door policy and my continuous engagement with members over the last 18 months has been hugely beneficial to me as I work my way through a number of key projects within the Local Government sector. I want to take this opportunity to thank the AILG for your constructive engagement, whether it has been through meetings, phone calls, emails or texts. I really value and appreciate this strong relationship and look forward to building on this into the future.

It is a credit to the AILG that despite the disruption and impact of the pandemic, you have constantly kept the focus on planning ahead and delivering these training sessions for Elected Councillors. Many of our current Councillors were elected for the first time in the 2019 local elections and without the consistency of training throughout the pandemic, would have been limited in their ability to represent their communities. The issue of planning within local communities remains hugely prominent and it is vital that Councillors have the tools to inform themselves on key issues and are supported in delivering their statutory obligations.

Ministerial Foreword

One of the key functions of AILG is to ensure Councillors receive relevant training, resources and support to meet their legislated responsibilities. I warmly welcome the recent launch by AILG of the Certificate in Continuing Professional Development in Climate Crisis and Local Government in partnership with the University College Cork (UCC). The continued education of the State's 949 City and County Councillors is vital in strengthening local democracy, where important choices about the future development of local communities are decided by you, the Elected Members.

It is a credit to the AILG that despite the covid restrictions, the Association increased their delivery of training content to Councillors across the country. Between February 2020 - November 2021, AILG delivered over 32 Training events which included 17 online training webinars which were delivered in conjunction with the OPR and other training partners.

The fact that over 65% of Councillors have attended multiple training events hosted by AILG clearly suggests that this training programme has struck a chord with Elected Members. I applaud your commitment and that of the AILG in driving the process to maximise the knowledge, expertise and value you provide to your community.

Thank you.

Peter Burke TD
Minister of State for Planning and Local Government

President's Foreword



Since 2014, AILG have been given an education and training remit from the Department of Housing, Local Government and Heritage to provide and ensure that our Local Authority Elected Members receive appropriate and relevant training and development as they govern Irish local authorities currently and into the future.

Our AILG Elected Member Learning and Training Development Programme has grown from strength to strength over the last seven years in providing tailored training and education programmes to our 949 Elected Members.

In late 2021 AILG partnered with UCC in developing their Level 7 Certificate in Continuing Education Professional Development in Climate Crisis and Local Government which officially launched at the beginning of this year. This is a major milestone and exciting new development which will help AILG to move towards our goal of developing an accredited Continuous Professional Development (CPD) internal training programme for our Elected Members.

The development of the 2022 AILG Local Authority Elected Members Training Programme, would not have been possible without the work, involvement and support from key partners and contributors. Together, our collective contributions will encourage further engagement, enhance knowledge and strengthen the influence of local authority Elected Members in making a difference at local and community levels.

This year's programme will build on our current strong training programme and will consist of a blended hybrid approach of both in-person and online learning.

I encourage each of our 949 Local Elected Members to partake in the training. It is imperative that our Elected Members have the necessary knowledge, education and leadership expertise to help them to meet their legislated responsibilities and to continue to strengthen and improve our local government system.

Cllr. Nicholas Crossan
AILG President 2021-22

Training Partners & Contributors

The development of the AILG Local Authority Elected Members Training Programme would not have been possible without the work, involvement and support from the below key partners and contributors.



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta**
Department of Housing,
Local Government and Heritage



**Oifig an
Rialaitheora Pleanála**
Office of the
Planning Regulator



**An Ghníomhaireacht
Tithíochta**
The Housing Agency



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Local Authority Elected Member Planning Training Programme for 2022

The 2022 planning training programme seeks to build on the 2020 and 2021 programmes which gave Elected Members a strategic overview of Ireland's planning process, the role of the Office of the Planning Regulator (OPR) and topical planning issues that members must carefully consider in the context of their reserved policy making and other legal functions.

For 2022, the programme will deliver further in-depth training and information on topical matters relevant to development plan preparation and Elected Members wider planning functions.

In 2022, four events will be delivered in the continuing *City and County Development Plan Policy Series*. Members will receive high quality presentations from expert speakers with easy-to-use supporting material which will address the following topics:

1. Local Authority Planning Functions and Water Service Investment

- ensuring a co-ordinated approach;

2. Finalising your Development Plan – key steps and requirements from the Development Plan Guidelines;

3. Planning that Revitalises Ireland's Towns and Villages - addressing vacancy and dereliction;

4. The Role of Planning in Protecting Ireland's Water Quality – taking on board the requirements of the Water Framework Directive.

Attendance at these events and/or viewing the recordings from the online events will give elected members an excellent strategic understanding of their local authority's role in these pressing areas, including the preparation of development plans.

AILG 2022 Elected Councillor Training Calendar of Events

Module	Date	Subject	Speaker
Module 1 (In-person)	17th and 19th Feb 2022	<i>Elected Member's Personal Safety and Risk Assessment</i>	Brian Cremin, Director of Crime Management Group
Webinar 1	25th Feb 2022 online	<i>Local Authority Planning Functions & Water Services Investment: Ensuring a Co-ordinated Approach</i>	Water Division of the Department of Housing, Local Government and Heritage. John O'Shaughnessy, Irish Water's Asset Strategy Forward Planning Lead
Webinar 2	4th March 2022 online	<i>An overview of the Housing for All - a New Housing Plan for Ireland</i>	Presentations from Siobhán Nic Thighearnáin, Principal Officer – Housing for All Project Management Office, DHLGH
Annual Conference	23rd and 24th March 2022	<i>AILG Annual Conference 2022 (Inishowen Gateway Hotel, Buncrana, Co. Donegal)</i>	Presentations from AILG staff and national and local experts
Webinar 3	6th May 2022 online	<i>Housing for All - Pathway 1 and 2</i>	Presentations from Siobhán Nic Thighearnáin, Principal Officer – Housing for All Project Management Office, DHLGH
Module 2 (In-person)	12th and 14th May 2022	<i>General Data Protection Regulation and the Elected Member</i>	Gerry Egan, Principal, Gerry Egan Consulting
Webinar 4	27th May 2022 online	<i>Active moderation and Connecting with constituents - how to build community and amplify your message</i>	Stephanie Anderson, Public Policy Manager Facebook
Webinar 5	10th June 2022 online	<i>Housing for All - Pathway 3 and 4</i>	Presentations from the Housing Agency and the Housing Division of the Department of Housing, Local Government and Heritage
Module 3 (In-person)	16th and 18th June 2022	<i>Finalising your development plan – key steps and requirements from the Development Plan Guidelines</i>	Presentations from the Planning Division of the Department of Housing, Local Government and Heritage and OPR staff
Webinar 6	15th July 2022 online	<i>Video Campaign - how to create and connect with your audience</i>	Elaine Lynch, AILG Communications Officer
Module 4 (In-person)	21st and 23rd July 2022	<i>Government Legislation Policy Programme 2022- A Briefing for Elected Members</i>	Presentations from AILG staff and national and local experts
Autumn Seminar	14th and 15th Sept 2022	<i>AILG Autumn Seminar 2022</i>	Presentations from AILG staff and national and local experts

AILG 2022 Elected Councillor Training Calendar of Events

<i>Module</i>	<i>Date</i>	<i>Subject</i>	<i>Speaker</i>
Webinar 6	30th Sept 2022 <u>online</u>	<i>Planning that revitalises Ireland's towns and villages - addressing vacancy and dereliction</i>	Presentations from OPR staff and national and local experts
Module 5 (In-person)	20th and 22nd Oct 2022	<i>Disability and Access</i>	Presentations from national and local experts
Module 6 (In-person)	17th and 19th Nov 2022	<i>Government Legislation Policy Programme 2022- A Briefing for Elected Members</i>	Presentations from AILG staff and national and local experts
Webinar 7	25th Nov 2022 <u>online</u>	<i>The role of planning in protecting Ireland's water quality</i>	Presentations from OPR staff and national and local experts

Training Module 1 (In-Person) February 2022

“Elected Member’s Personal Safety and Risk Assessment”

Delivered by Brian Cremin, Crime Management Group (CMG).

The individual presentations will deal with:

- The Context (case studies) and statistics
- The importance of safety and security awareness
- Location and non-location specific risks
- Security Implications of social media/social networks
- Fixated and querulant threats and stalking
- Auditing your digital footprint
- Positive personal security practices - ensuring a safe environment

Module Aims/Objectives

- Raise levels of personal security and safety awareness among participants.
- Provide an understanding of personal security and safety risks in a number of settings and of a number of particular risk types.
- Highlight best practice response measures.

DATE	APPLICABLE REGION	LOCATION
Thursday 17th Feb 2022	For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area.	The Mullingar Park Hotel Co. Westmeath
Saturday 19th Feb 2022	<ol style="list-style-type: none"> 1. For Councillors whose parent Councils are within the area of the Southern Regional Assembly 2. Out of Region Option For Councillors whose parent Councils are within the area of the Northern & Western and the Eastern & Midlands Regional Assemblies. 	The Clayton Silver Springs Hotel, Co. Cork

Training Webinar 1 (February) 2022

Local Authority Planning Functions and Water Service Investment – ensuring a co-ordinated approach

DATE	LOCATION	TIME
Friday 25th February, 2022	Online	10.00 - 11.30am

Presentations from the Water Division of the Department of Housing, Local Government and Heritage and Irish Water staff will:

- Inform Elected Members about the legislative, policy and funding context for water services investment in Ireland;
- Outline the role that Irish Water plays in planning and delivering water services investment; *and*
- Highlight practical examples of good co-ordination of both local authority planning and Irish Water infrastructure investment in support of plan-led development.

Course Aims/Objectives

- Ensure Elected Members are aware of the wider water services policy, regulatory and funding context for their development plan making functions;
- Support a joined-up and co-ordinated approach to spatial planning and water services investment; *and*
- Build awareness of the wider environmental benefits of co-ordinated spatial and water services planning and investment.

Training Webinar 2 (March) 2022

“An overview of the ‘Housing for All – a New Housing Plan for Ireland”

DATE	LOCATION	TIME
Friday 4th March, 2022	Online	10.00 - 11.30am

Presentations from the Housing Division of the Department of Housing, Local Government and Heritage and Housing Agency staff will provide Elected Members with an overview of Housing for All Action Plan and the Four Pathways to achieving housing for all:

- Pathway to Supporting Homeownership and Increasing Affordability.
- Pathway to Eradicating Homelessness, Increasing Social Housing Delivery and Supporting Social Inclusion.
- Pathway to Increasing New Housing Supply.
- Pathway to Addressing Vacancy and Efficient Use of Existing Stock.

Webinar Aims/Objectives

- Provide Elected Members with an introduction and overview of the Housing for All Action Plan and the Four Pathways to achieving housing for all.

Training Webinar 3 (May) 2022

"Housing for All - Pathway 1 and 2"

DATE	LOCATION	TIME
Friday 6th May, 2022	Online	10.00 - 11.30am

Presentations from the Housing Division of the Department of Housing, Local Government and Heritage and Housing Agency staff will cover:

- Pathway 1: Supporting Homeownership and Increasing Affordability
- Pathway 2: Eradicating Homelessness, Increasing Social Housing Delivery and Supporting Social Inclusion

Webinar Aims/Objectives

- Provide Elected Members with a detailed briefing of Pathway 1 and 2 to achieving housing for all and other measures in place to support social and affordable housing provision.
- Inform Elected Members of the policy and legislative context.

Training Module 2 (In-Person) May 2022

"General Data Protection Regulation and the Elected Member"

Delivered by Gerry Egan, Principal, Gerry Egan Consulting.

The individual presentations will deal with:

- An overview of GDPR.
- Explain the principles, terms and the key roles such as Data Controller, Data Processor and Data Protection Officer and their obligations under the Regulation.
- Outline the Seven Data Management Principles.
- Outline the rights of data subjects i.e. the people whose data we hold.

Module Aims/Objectives

- Remind Elected Members about the key principles of data protection enshrined in the GDPR.
- Review the key responsibilities of data controllers (and data processors) to ensure compliance.
- Examine important recent developments in compliance and enforcement activities.

DATE	APPLICABLE REGION	LOCATION
Thursday 12th May 2022	For Councillors whose parent Councils are within the area of the Southern Regional Assembly	Treacy's West County Hotel, Ennis, Co. Clare
Saturday 14th May 2022	1. For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area. 2. Out of Region Option For Councillors within the area of the Southern Regional Assembly	The Hillgrove Hotel Co. Monaghan

Training Webinar 4 (May) 2022

"Active moderation and Connecting with constituents - how to build community and amplify your message"

DATE	LOCATION	TIME
Friday 27th May, 2022	Online	10.00 - 11.30am

Presentations from Facebook Staff, including Public Policy Manager Stephanie Anderson will cover:

- Introduction and outline of Facebook and Instagram's work on safety.
- Connecting with constituents - how to build community and amplify your message.
- Facebook and Instagram's policies and our approach to safety.
- Active moderation - using tools to protect your page.
- Reporting and resources

Webinar Aims/Objectives

- Inform Elected Members about the current safety policies in place on Social Media platforms Facebook and Instagram.
- Highlight practical examples on how to build community and amplify your message; *and*
- Outline how Elected Members can use tools to protect their personal/business page.

Training Webinar 5 (June) 2022

"Housing for All - Pathway 3 and 4"

DATE	LOCATION	TIME
Friday 10th June, 2022	Online	10.00 - 11.30am

Presentations from the Housing Division of the Department of Housing, Local Government and Heritage and Housing Agency staff will cover:

- Pathway 3: Increasing New Housing Supply
- Pathway 4: Addressing Vacancy and Efficient Use of Existing Stock

Webinar Aims/Objectives

- Provide Elected Members with a detailed briefing of Pathway 3 and 4 to achieving Housing for All and other measures in place to support increased housing stock.
- Inform Elected Members of the policy and legislative context.

Training Module 3 (In-Person) June 2022

"Finalising your development plan – key steps and requirements from the Development Plan Guidelines"

Presentations from the Planning Division of the Department of Housing, Local Government and Heritage and OPR staff will:

- Update Elected Members on the latest progress from around the country in relation to the current round of local authority development plan reviews and the main issues arising;
- Provide helpful advice to Elected Members on how to finalise your development plans in ways that both address the key local planning issues, while going about that in a way that is co-ordinated across the local government sector;
- Outline the latest policy advice from the Department of Housing, Local Government and Heritage in relation to the latest Ministerial guidelines on development plans and related matters such as the Land Value Tax.

Module Aims/Objectives

- Update Elected Members on the latest developments in the progress of development plan reviews;
- Advise of any recent and relevant revisions to statutory guidance that Elected Members are legally obliged to take into account and apply in their planning functions; *and* provide a forum for queries to be put to the relevant experts to inform and support Elected Members in their planning functions.

DATE	APPLICABLE REGION	LOCATION
Thursday 16th June 2022	For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area.	The Hodson Bay Hotel Athlone, Co. Westmeath
Saturday 18th June 2022	<ol style="list-style-type: none"> 1. For Councillors whose parent Councils are within the area of the Southern Regional Assembly 2. Out of Region Option For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area. 	Avalon House Hotel, Castlecomer, Co. Kilkenny

Training Webinar 5 (July) 2022

"Video Campaign - how to create and connect with your audience"

DATE	LOCATION	TIME
Friday 15th July, 2022	Online	10.00 - 11.30am

Presentations from Elaine Lynch, AILG Communications Officer will:

- Provide helpful advice to Elected Members on how to create compelling video campaigns using Biteable video maker and graphic design platform Canva.
- Tips for making an effective campaign video.
- Where to find templates and how to Edit a Campaign Video.

Webinar Aims/Objectives

- Provide Elected Members with an overview of Graphic Design Platform Canva and Biteable Video Maker tools to use ready-made animation, motion graphics, and stock footage from media platforms to create an effective campaign video.

Training Module 4 (In-Person) July 2022

"Government Legislation Policy Programme 2022 - A Briefing for Elected Members"

Presentations from AILG staff and national and local experts will;

- Inform and brief Elected Members on relevant Government Legislation Programme for 2022 and other related matters of consequence for Local Authority Elected Members.
- Provide detailed questions & answers and roundtable discussions with Elected Members.

Module Aims/Objectives

- Inform Elected Members of key Government policy and legislation for 2022 and matters of consequence.

DATE	APPLICABLE REGION	LOCATION
Thursday 21st July 2022	For Councillors whose parent Councils are within the area of the Southern Regional Assembly	Horse & Jockey Hotel, Thurles, Co. Tipperary
Saturday 23rd July 2022	<ol style="list-style-type: none"> 1. For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area. 2. Out of Region Option For Councillors whose parent Councils are within the area of the Southern Regional Assembly 	Allingham Arms Hotel, Bundoran, Co. Donegal

Training Webinar 6 (September) 2022

"Planning that revitalises Ireland's towns and villages - addressing vacancy and dereliction"

DATE	LOCATION	TIME
Friday 30th Sept, 2022	Online	10.00 - 11.30am

Presentations from OPR staff and national and local experts will:

- Update Elected Members on the provisions of the Government's Town Centre First policy;
- Highlight the Town Centre First policy's various implementation mechanisms; and
- Outline practical examples of measures that local authorities are taking and can adopt more widely in addressing the issue of the increasing prevalence of vacant and derelict properties in our cities, towns and villages.

Webinar Aims/Objectives

- Inform Elected Members about how their statutory development plan and local area plan-making functions should dovetail with the approaching non-statutory town centre plans; *and*
- Illustrate the relationship between various funding and regulatory mechanisms in the management of town centres and addressing the issue of vacancy and dereliction presenting in many city and town/village locations.

Training Module 5 (In-Person) Oct 2022

"Disability and Access"

Presentations from AILG members and national and local experts will;

- Update and inform Elected Members on the barriers faced by people with disabilities and enable them to identify why accessibility is important in Irish society.
- Inform and brief Elected Members on developing an awareness of practical measures in relation to accessible service delivery and equality issues.
- Highlight the importance of promoting anti-discriminatory practice and accessible service delivery within local communities.

Module Aims/Objectives

- Identify barriers people with disabilities face and how to remove these barriers.

DATE	APPLICABLE REGION	LOCATION
Thursday 20th Oct 2022	For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area.	location and venue to be confirmed closer to event
Saturday 22nd Oct 2022	<ol style="list-style-type: none"> 1. For Councillors whose parent Councils are within the area of the Southern Regional Assembly 2. Out of Region Option For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area. 	location and venue to be confirmed closer to event

Training Module 6 (In-Person) Nov 2022

"Government Legislation Policy Programme 2022 - A Briefing for Elected Members"

Presentations from AILG staff and national and local experts will;

- Inform and brief Elected Members on relevant Government Legislation Programme for 2022 and other related matters of consequence for Local Authority Elected Members.
- Provide detailed questions & answers and roundtable discussions with Elected Members.

Module Aims/Objectives

- Inform Elected Members of key Government policy and legislation for 2022 and matters of consequence.

DATE	APPLICABLE REGION	LOCATION
Thursday 17th Nov 2022	For Councillors whose parent Councils are within the area of the Southern Regional Assembly	location and venue to be confirmed closer to event
Saturday 19th Nov 2022	<ol style="list-style-type: none"> 1. For Councillors whose parent Councils are within the Northern and Western Regional Assembly area and Eastern & Midlands Regional Assembly area. 2. Out of Region Option For Councillors whose parent Councils are within the area of the Southern Regional Assembly 	location and venue to be confirmed closer to event

Training Webinar 7 (November) 2022

"The role of planning in protecting Ireland's water quality – taking on board the requirements of the Water Framework Directive."

DATE	LOCATION	TIME
Friday 25th Nov, 2022	Online	10.00 - 11.30am

Presentations from OPR staff and national and local experts will:

- Outline for Elected Members the principal issues and challenges Ireland faces in addressing water quality issues in inland, groundwater, estuarine and marine contexts;
- Explain the EU Water Framework Directive, River Basin Management and Groundwater protection planning;
- Highlight the implications of the above and other relevant water quality safeguards for Elected Members' reserved planning functions such as the making of the development plan, drawing upon important legal cases and precedents.

Webinar Aims/Objectives

- To better equip Elected Members with knowledge of the interactions between regulatory requirements for water quality and planning;
- To support Elected Members in avoiding the making of statutory plans that would run counter to the achievement of water quality objectives contained in river basin management plans; *and*
- To demonstrate the many and developing connections between river basin management plans and the planning process.



Association of Irish Local Government

Office Unit 10, Manor Mills,
Maynooth, Co. Kildare
W23YT63

01 6106100
www.ailg.ie

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