

Appendix 11 councillor development programme

Councillor Development and Induction

The Councillor Development and Induction programme is currently under review with a revised programme scheduled following the local elections in May 2022. It is essential that all councillors are equipped with the skills and knowledge required to enable them to fulfil their various roles effectively and the programme will offer a range of learning and development opportunities utilising external training events, online resources and support via the Local Government Association and other third party providers. The programme will offer a mix of in-house training and development opportunities via officer-led training, e-learning packages, and briefings.

Current offer

The current development and induction offer provided to councillors includes an induction day for newly elected/re-elected councillors. This induction covers essential training including IT requirements, democratic processes, and decision-making and communication protocols. Our new induction programme for newly elected councillors will provide further and enhanced opportunities to learn more about core services within Southampton City Council and how councillors can access/ signpost for advice, support, and guidance. We are also working on a refresher programme for more experienced councillors to enhance their skills and knowledge.

An overview of the existing member training and induction programme is outlined in the table below;

Date/time	Session	Hours
Thursday 13th May (induction session)	Drop-in Session for Photographs, Declaration of Office Book, ID Cards, Car Park Passes etc. Induction with IT & collection of laptops Getting Started Code of Conduct Member Support Social media, communications and the press Preparing for Council	6

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Date/time	Session	Hours
	Decision-making processes and council procedures	
Wednesday 19th May	Full Council - AGM	4
Monday 24th May	All Members Briefing – City of Culture	1
Wednesday 26th May	Council Overview and Introduction – Chief Executive	1
Thursday 27th May	Briefing on Children’s Safeguarding	1
Monday 7th June	Briefing on Adult Safeguarding	2
Tuesday 8th June	Scrutiny Training	2
Thursday 10th June	SEE Induction for New Councillors	2
Thursday 10th June	Briefing on Health & Wellbeing	2
Friday 11th June	Licensing Training (jointly with Eastleigh BC Members)	6.5
Monday 14th June	Finance Training & Treasury Management	1.5

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Wednesday 16th June	Decision-making processes – New Roles	1
Thursday 17th June	SEE New Councillor Induction	2
Monday 21st June	Contacting the Council	1
Monday 28th June	All Councillors Briefing – Local Boundary Review	1.5
Monday 26th July	Intranet Refresh Members Zone for Members	1.5
Thursday 29th July	All Councillors Briefing - ‘All things Planning’ including building control	1.5
Monday 6th September	All Councillors Briefing – Afghan Evacuee Update and Community Safety	1.5
Wednesday 22nd September	Emergency Planning and Health & Safety Training	2
Monday 25th October	All Councillors Briefing - City of Culture & E-Scooters	1.5
Monday 1st November	All Councillors Briefing - The Way We Work Programme	1.5
Monday 8th November	All Councillors Briefing - Place Based Governance Review and Air Quality	1.5
Monday 6th December	All Councillors Briefing - Highways	1.5
Monday 10th January 2022	All Councillors Briefing - City of Culture	1.5
Monday 7th February 2022	All Councillors Briefing – Agenda TBC	1.5

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Date/time	Session	Hours
Monday 7 th March 2022	All Councillors Briefing – Agenda TBC	1.5

Presently bespoke training sessions are offered to support councillors with their roles on committees and panels (including specific training around planning and licensing legislation, as well as opportunities around effective scrutiny and chairing skills).

In addition to the induction and development programme, we routinely promote opportunities via our monthly ‘councillor catch-up’ – a bespoke e-bulletin specifically designed to keep members informed with up to date news and information. We also hold monthly ‘all councillor briefing sessions’. The aim of these briefings is to provide updates on topical city-wide initiatives, corporate projects, events, key consultations requiring Council decisions and service updates. Councillors have access to a ‘Members Zone’, this is their ‘one stop shop’ on the intranet and contains a variety of information and guidance and there are opportunities to expand this site.

Whilst there is currently no requirement for councillors to attend a specific number of training sessions in any given year, they are encouraged to attend the various development opportunities on offer. However, new councillors elected to sit on our planning and licensing committees must attend mandatory training in advance of being able to make decisions on these matters. To coincide with the redesigned member development and induction programme in 2022, we are looking to achieve cross-party support to establish a minimum/ mandatory attendance requirement.