Elected member induction and development programme 2024/25

SOUTHAMPTON CITY COUNCIL

Welcome to the Elected Member induction and development programme for 2024/25.

For ease of understanding, this has been split into six sections:

- Induction training
- E-Learning for Councillors
- Priority training
- Committee training
- Other training/briefings
- Personal development training

All training and briefings are open for all Councillors to attend, either as part of induction or for a refresher unless specifically stated. We appreciate not all session dates will be convenient for you and where possible sessions will be recorded so these can be accessed at any time.

Newly elected councillor will be provided with login information to access the MyLearning E-learning Platform.

All other training and briefing sessions are offered to support your personal development, including a variety of learning that is available via the Local Government Association (LGA).

You will be sent an Outlook invitation for training events and sessions run by SCC. For any external development that involves a cost this must be approved by your Group Leader or nominated lead for training within your party. Supported requests for training are to be submitted to Sarah Dale, Democratic & Member Services Manager.

If you have a particular training or development need that is not covered in this directory please do get in touch and we will try and find a solution for you.

Sarah Dale
Democratic & Member Services Manager
1st Floor,
Civic Centre,
SO14 7LY

Tel: 023 8083 4791
Email: Sarah.Dale@southampton.gov.uk

For new Councillors

Induction Day - 9 May 2024

Introduction to My Learning and Business World systems

How to contact the Council & Signposting

The effective Ward Councillor - delivered by the Local Government Association (LGA)

New Councillor Hub - the Local Government Association (LGA)

E-Learning and core reading for new and current Councillors

Information Governance and GDPR - e-learning via MyLearning

Introduction into Safeguarding Children & Vulnerable Adults, e-learning via MyLearning Council Decision Making, e-learning via MyLearning

Raising Awareness of Prevent e-learning via MyLearning

H&S - DSE e-learning (Display Screen Equipment)

Handling Difficult Situations (personal safety), e-learning via MyLearning

Modern Slavery - core reading

Anti Fraud & Corruption essentials - core reading

Understanding your responsibilities as a Councillor for Health & Safety including personal safety. (Under development)

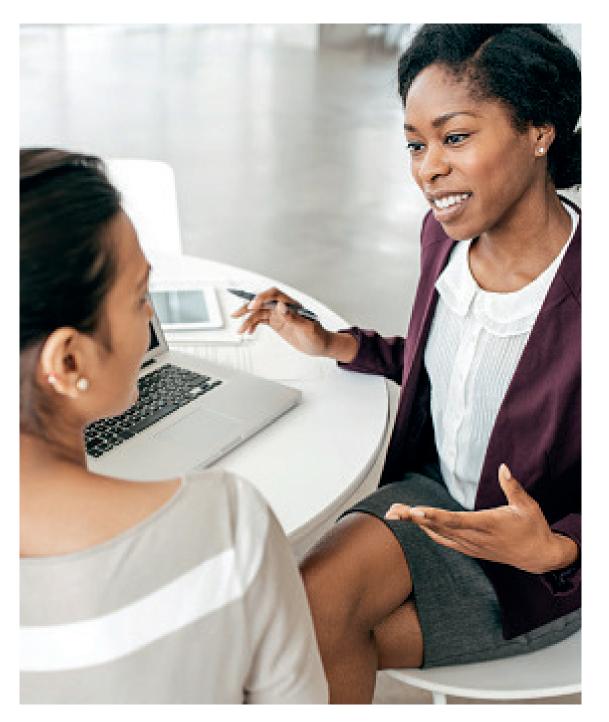# Priority training for new and current Councillors

Introduction to Modern Government (ModGov) App - via Induction Days and by Committee

Introduction to Local Government Finance Understanding the Housing Revenue Account (HRA)

Introduction to Capital Strategy and Treasury Management

All Things Planning - the role of the Councillor within the planning process

The Chipperfield Bequest - understanding the councillor responsibilities as trustees of the Chipperfield Trust.

From May 2024

Committee training for new and current Councillors

Planning & Rights of Way (PROW): mandatory session for PROW Committee Members Licensing mandatory session for Licensing Committee Members

The Role of Scrutiny: session with the Scrutiny Manager to understand the role of Scrutiny Local Government Association (LGA) Leadership

Essentials Programme: Chairs of Audit Committees and Effective Scrutiny. Attendance to be agreed by Group Leader/training lead

Bespoke Chairs training: discuss requirements with Democratic & Member Services manager.

From June 2024

Directorate/portfolio based sessions for new and current councillors

- Children's Social Care and Early Help services
- Education, Early Years and Education Support Services
- Corporate Parenting - the role of a Councillor
- Housing **- new**
- The role of Public Health
- Adult Social Care & Commissioning **- new**
- Stronger Communities
- The Highways Programme **- new**
- Contracts & Procurement

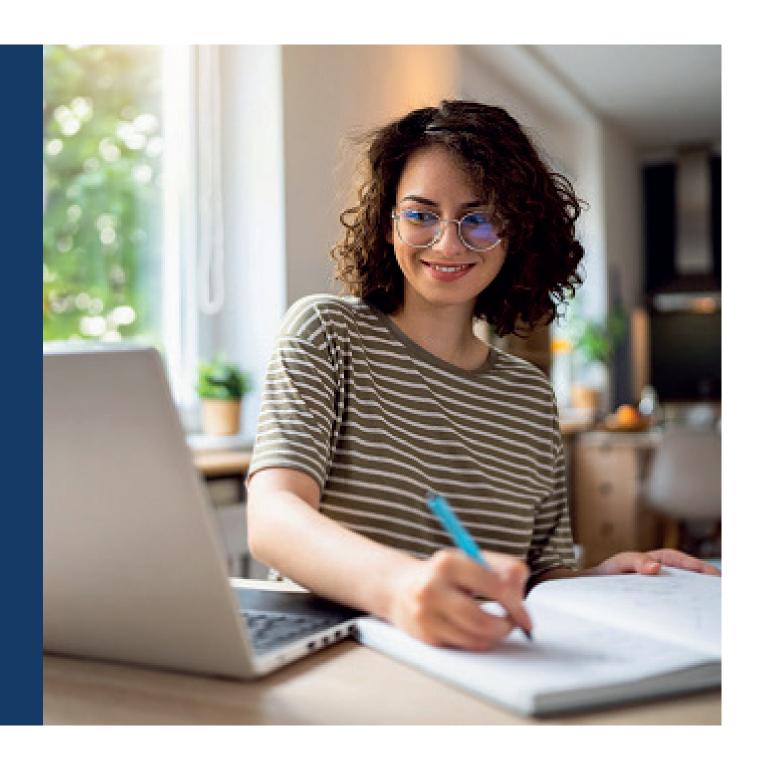## Personal Development & Wellbeing

Diversity & Inclusion

Action learning sets on a variety of personal development such as managing people problems, time management, Conflict as well as wellbeing topics, including lone working, personal safety.

Find out more here:
Local Government Association Leadership Academy and online learning modules and workbooks Portfolio based development offered by the Local Government Association, refer to links throughout.

Section 1 - Induction training

Induction for new Councillors

Newly elected and re-elected members.

Who is running this course?
This course is run in-house and will be facilitated by a range of key officers including Richard Ivory, Director for Legal & Governance and Monitoring Officer, Senior Democratic Services Officers, representatives from Member Services and will also include a corporate overview session with Andrew Travers, Chief Executive and the Executive Management Team. Please refer to the separate programme for full details.

What will it cover?
The morning sessions provides a welcome and orientation to the council, including an overview of support, completion of essential paperwork, issuing parking permits, official photograph, allocation of IT equipment and IT induction. The afternoon session focusses on your role as a new Councillor, including governance, member protocol, council meetings/decision making and other legal responsibilities.

When and where?
Thursday 9 May 2024, 9.30am - 5.30pm,
Civic Centre

This day is primarily aimed at newly elected councillors.
This is mandatory and essential in preparation for the Annual General Meeting (AGM) scheduled for Wednesday 15 May 2024.

Introduction to my learning and Business World Systems - **Essential**

Who is this course for?
All Councillors

Who is running this course?
This session will be facilitated by our Learning and Development Team.

What will it cover?
To support you to navigate your way round e-learning packages that are available via My Learning. To assist you in accessing Business World and show you how to submit expenses, maintain your personal records and how to access payslips and P60s.

When and where?
TBA

How to contact the council & sign-posting - **Essential**

Who is this course for?
All Councillors

Who is running this course?
This session will be facilitated by James Marshall, Director of Customer and Employee Experience

What will it cover?
We will cover the various ways customers and councillors can request services, report issues or get updates/information. There will be an overview of key channels and links to common tasks. We will also cover how to escalate an issue as a councillor and talk through some of the future plans for the service.

When and where?
Wednesday 22 May 2024, 6 - 7pm
Via MS Teams

The effective ward councillor - **Essential**

Who is this course for?
All newly elected Councillors

Who is running this course?
This session will be facilitated by Alison Edwards, Leadership Adviser, Local Government Association (LGA)

What will it cover?
- To consider your role as a Ward Councillor
- Understand the key skills to be effective
- Handling your case work
- Effectively navigating your role as a Ward Councillor
- Where to go for further resources, advice and assistance

When and where?
Monday 24 June 2024, 6 - 8pm

Local government association (LGA) new Councillors hub

Who can benefit from this resources?
All new Councillors.

Resource information
The Local Government Association offer a wide range of learning resources to support you in your role.

To access please use your Councillor SCC email address
Councillor hub | Local Government Association

The LGA suggest you browse their councillor development programmes
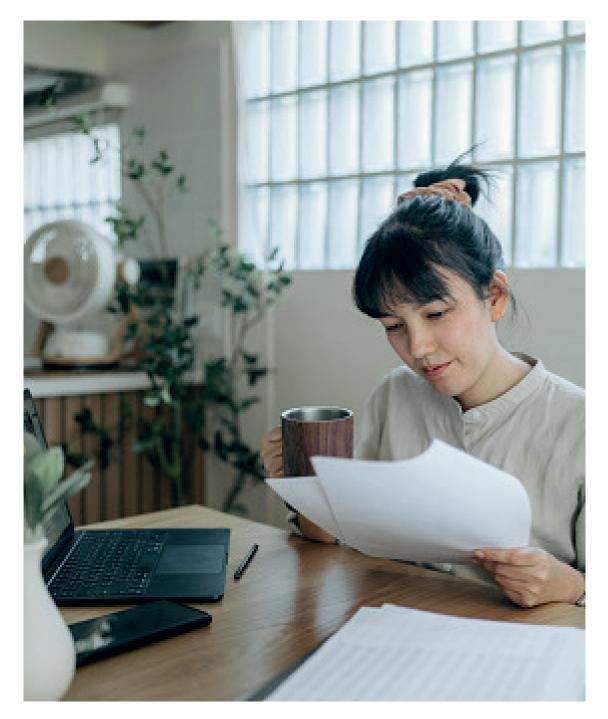
LGA new councillor induction

Who is this course for?
All newly elected Councillors

When and where?
Wednesday 19 June 2024, 2 - 4pm

To book please visit the LGA events page
LGA events page

Section 2 - E-learning and core reading

The following e-learning courses are available via My Learning. These are not specifically designed for Councillors but are part of core e-learning package. You will be set up with an account and training is available to support navigation of our Learning & Development site.

Information governance and GDPR, e-learning - **Essential**

This 45-minute module has been designed to help increase (or refresh) your knowledge of Information Governance. There will be an assessment at the end to check your understanding and to record your compliance.

Objectives:

- Identify the relevant Information Governance policies, procedures and key personal

- Deal with information requests appropriately

- Apply Information Governance principles and manage the risks involved with handling information

Introduction to safeguarding children and Vulnerable adults, e-learning - **Essential**

Objectives:

We all know that it is unacceptable for a child, young person or adult to experience any kind of abuse or harm. This 15-minute e-learning module will help you to recognise the importance of safeguarding and the role you play in reporting any concerns.

By the end of this module you will be able to:
- Define safeguarding and what constitutes abuse

- Recognise what the council/staff/corporate responsibilities are

- Take appropriate action if you have any safeguarding concerns

Council decision making, e-learning - **Essential**

Objectives:

- The Southampton City Council Decision Making e-learning course is a five-minute course in two sections.

- Introduction 1st Section for those wishing to get a basic overview of what the Decision Making Process is and who it involves.

- Section two is not relevant. The Introduction will provide a basic understanding how reports for council are prepared.

Raising awareness of prevent, e-learning - **Essential**

Objectives:

The aim of this 15-minute e-learning is to raise awareness of the Prevent duty placed on public sector bodies under the Counter Terrorism Security Act 2015.

H&S - DSE (display screen equipment), e-learning - **Essential**

As a DSE user, you must complete this module, a DSE Self-Assessment and review this with Sarah Dale within a month of your start date, if you have any DSE requirements identified as part of this e-learning.

Section 1 - Declaration of completion of training materials

Section 2 - DSE Quiz

Section 3 - DSE Self-Assessment

This training should be refreshed every two years.

Customer service - handling difficult situations, e-learning

We are all members of the general public and the majority of people are friendly, approachable and non-aggressive. If you deal directly with the public in your role you may encounter someone who is having a bad day, or is unhappy about something involving the council. Unfortunately, in these circumstances there is a possibility you may be sworn at, threatened or even attacked. You can't stop incidents occurring, but you can prepare yourself in order to minimise the risk. Would you know what to do in a difficult situation involving the public?

How would you react?

What steps would you take to avoid, diffuse, or remove yourself from the situation?

This e-learning module offers basic advice on how to avoid or diffuse difficult situations where you may be at risk of receiving abuse and keep yourself safe where your personal safety may be at risk.

Please also refer to the LGA for further information on [Civility in public life | Local Government Association](#)

Modern slavery - **Essential**

Please read our short essentials guide on how to spot the signs of modern slavery and how to report any suspicions or incidents. modern-slavery-essentials.pdf (southampton.gov.uk)
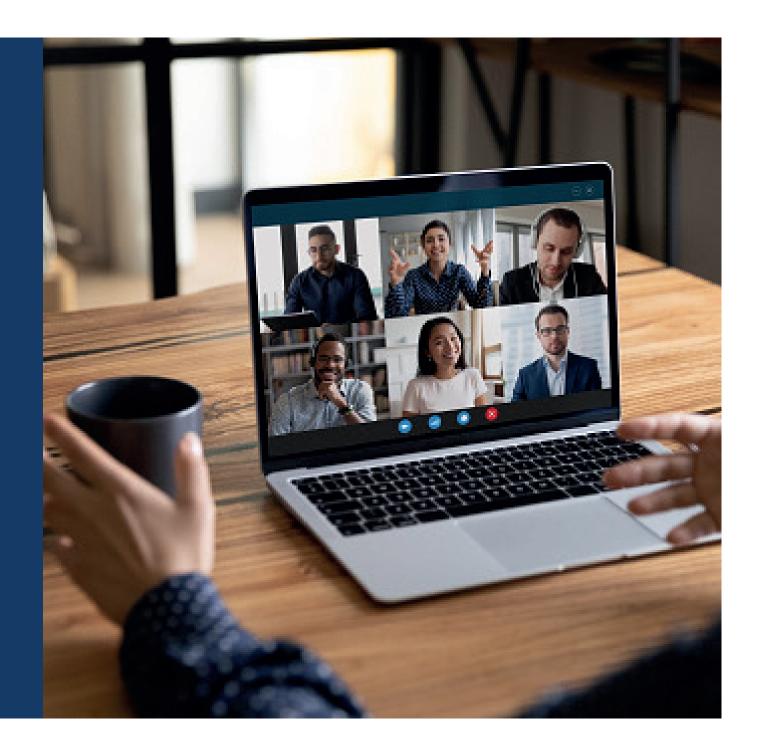
Anti-fraud and corruption - **Essential**

The council sets and maintains high standards and a culture of honesty, openness and integrity. This strategy fully supports the council's desire to maintain an authority free from fraud and corruption.

Please read this short essentials guidance: Anti-Fraud and Corruption (southampton.gov.uk)

Section 3 - Priority training for all Councillors

Introduction to local government finance - **Essential**

Who is the session for?
This is for all Councillors.

Who is running this course?
This session will be delivered by Mel Creighton, Executive Director Enabling Services & S151 Officer and Richard Williams, Director of Finance

What will it cover?
- Overall national and legal framework.

- Understand key concepts and terminology.

- Understand how local councils receive their funding.

- How the council plans, managements and reports its finance.

When and where?
17 June 2024, 6 - 7pm
MS Teams

Understanding the housing revenue account (HRA) - **Essential**

Who is the session for?
This is for all Councillors

Who is running this course?

Who is the session for?
This is for all Councillors
Who is running this course?

What will it cover?
- The council as a landlord – regulatory framework.

- How the HRS is funded.

- What the money is spent on.

- The capital expenditure programme.

When and where?
TBA

Introduction to capital strategy and treasury management - **Essential**

Who is the session for?
This is for all Councillors

Who is running this course?
TBA

What will it cover?
- Understanding of the capital expenditure and funding landscape
- Understanding of what treasury management is.
- Why it is important.
- Outlook for the coming year.

When and where?
Thursday 18 July, 6 - 7pm
MS Teams

Introduction to Modern Government (ModGov) app - **Essential**

Who is the session for?
All Councillors.

Who is running this session?
Representatives from Democratic Services, ad-hoc Committee.

What will this session cover?
The Modern Gov app automatically downloads meeting papers for your subscribed committees and promotes our commitment to reduce its reliance on paper. Democratic Services will show you a wide range of annotation tools allows you to mark-up documents as easily as if they were on paper. This easy-to-use app offers free access to publicly available meeting papers from any organisation using Modern Gov's decision management system to support its democratic, governance and transparency processes.

When and where?
Per committee

The Chipperfield Trust - **Essential**

Who is this session for?
All Councilliors.

Who is running this session?
Carolyn Abel, Head of Culture and Tourism and a representative of the Chipperfield Advisory Committee.

What will this session cover?
Given all Members are trustees of the Chipperfield Trust this session is aimed to ensure Member understand their obligations and responsibilities in line with the Charity Commission requirements and the role of the Chipperfield Advisory Committee.

This session will also include a tour of the Art Gallery stores.

When and where?
TBA

All things planning: the role of the councillor within the planning process - **Essential**

Who is this session for?
All new Councillors and any Councillor who wishes a refresher.

Who is running this session?
Stephen Harrison, Service Manager - Development
Rob Sims - Planner

What will this session cover?
This session will provide an overview in understanding the role of a Councillor within the planning process. The session will also explain the regulations around permitted developments, planning enforcement and building control. This is an overview session, if you sit on Planning & Rights of Way Committee (PROW) please also review training in Section 4.

When and where?
Monday 1 July 2024, 6 - 8pm
Council Chamber

Stronger Communities: prevent, Modern Slavery, Race Hate and Domestic Abuse - **Essential**

Who is this session for?
All new Councillors and any Councillor who wishes to attend this course as a refresher.

Who is running this session?
Chris Brown, Head of Stronger Communities
Claire Edgar, Executive Director Community Wellbeing

What will this session cover?
This session will provide an orientation to both statutory and crime prevention processes regarding PREVENT, Modern Slavery, Domestic Violence and definition and reporting of Hate Crime.

When and where?
Monday 21 October 2024, 6 - 7pm
MS Teams

Contracts & procurement

Who is this session for?
All new Councillors and any Councillor who wishes to attend this course as a refresher.

Who is running this session?
Paul Paskins, Head of Supplier Management
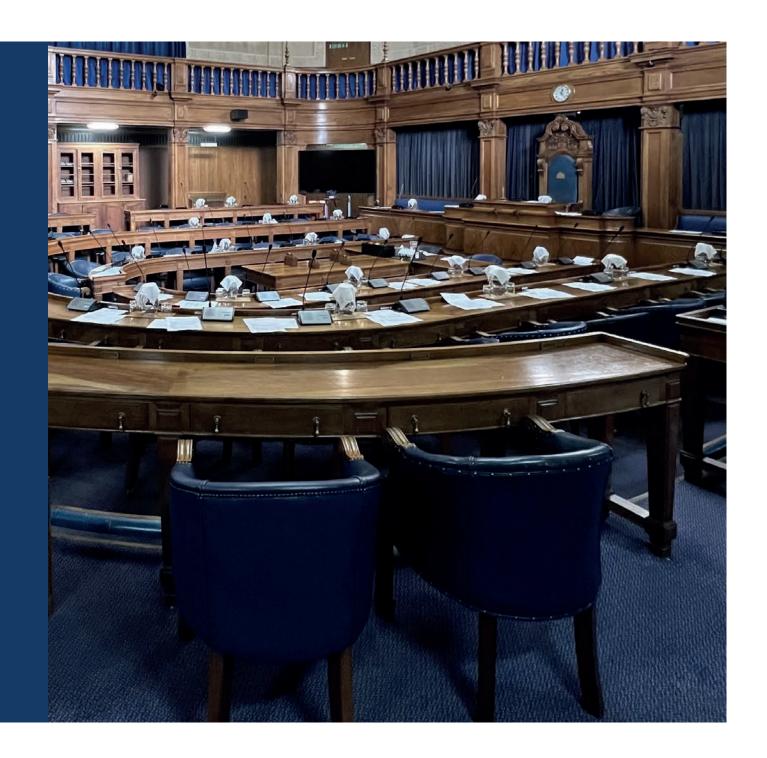Katie Renouard, Service Manager - Contracts and Commercial

What will this session cover?
The session will provide an overview of our strategic contracts and partnerships. This session will also cover the councils/procurement process.

When and where?
Monday 18 November, 6 - 7pm
MS Teams

Section 4 - Committee training

Planning and rights of way (PROW) committee - **Essential**

Who is this training for?
This is a mandatory session for all Councillors appointed to PROW Committee.

Who is delivering this training?
Stephen Harrison, Service Manager Development
Alex Russell, Solicitor

What will this training cover?
To ensure Councillors fully understand their decision making powers, roles and responsibilities linked to PROW alongside an overview of the UK Planning system including recent changes.

Any Councillor that intends to be part of PROW Panel, even as a substitute, must attend.

When and where?
Monday 20 May 2024, 6 - 8pm
Council Chamber

Licensing Committee - **Essential**

Who is this training for?
This is a mandatory session for all Councillors appointed to Licensing Committee

Who is delivering this training?
Phil Bates, Licensing Manager

What will this training cover?
To ensure Councillors fully understand their decision making powers, roles and responsibilities linked to Licensing Committee.

When and where?
Thursday 20 June 2024, 10am - 4pm
Eastleigh Borough Council Offices

The role of scrutiny - **Essential**

Who is this session for?
All new Councillors and those who wish to attend as a refresher.

Who is delivering this session?
Mark Pirnie, Scrutiny Manager

What will this session cover?
To understand the role of Scrutiny within the council, how it works and to understand the role of a Scrutiny Inquiry.

When and where?
Monday 3 June 2024, 6 - 8pm
Conference Room 3, Civic Centre

In addition, specific scrutiny training may be available to support members in their roles on Children & Families Scrutiny and Health and Overview & Scrutiny Panel.

Audit committee – **Essential**

Who is this session for?
Councillors appointed to the Audit Committee

What will this session cover?
This is an in-house, focussed session on treasury management to support councillors in delivering the requirements of this committee.

When and where?
TBA

LGA Leadership Essentials: Effective Scrutiny

Who is this for?
This is a two-day programme for new or aspiring scrutiny chairs or task and finish group review lead members.

Who is delivering this programme?
This is run by the Local Government Association.

What does this programme cover?
This programme focuses on leading and managing a scrutiny review; chairing scrutiny meetings in all their forms; increasing participation by members and the public; ensuring impact of scrutiny recommendations.

When and where?

- **Programme 23:**
  Thursday 26 September - Friday 27 September 2024

- **Programme 24:**
  Saturday 25 January - Sunday, 26 January 2025

- **Programme 25:**
  Thursday 13 February - Thursday 14 February 2025 **- Virtual**

This is a two-day residential event held at Warwick Conference Centre, Coventry.

Fee: The fee for attending the 2-day residential event is £250 per place which includes accommodation, meals and all learningmaterials, and cost for the virtual programme is £99.

Please note your group leader or nominated training lead must approve attendance.

Leadership Essentials: Audit Committees

Who is this for?
The Chair/Vice Chair of Governance and Audit Committee.

Who is delivering this programme?
This is run by the Local Government Association.

What does this programme cover?
This programme will discuss how Audit Committees can be most effective. Drawing on the insights of regulators and practitioners it will provide space for participants to reflect on the way their Committee functions and how it can gain maximum assurance that the council's governance arrangements are fit for purpose.
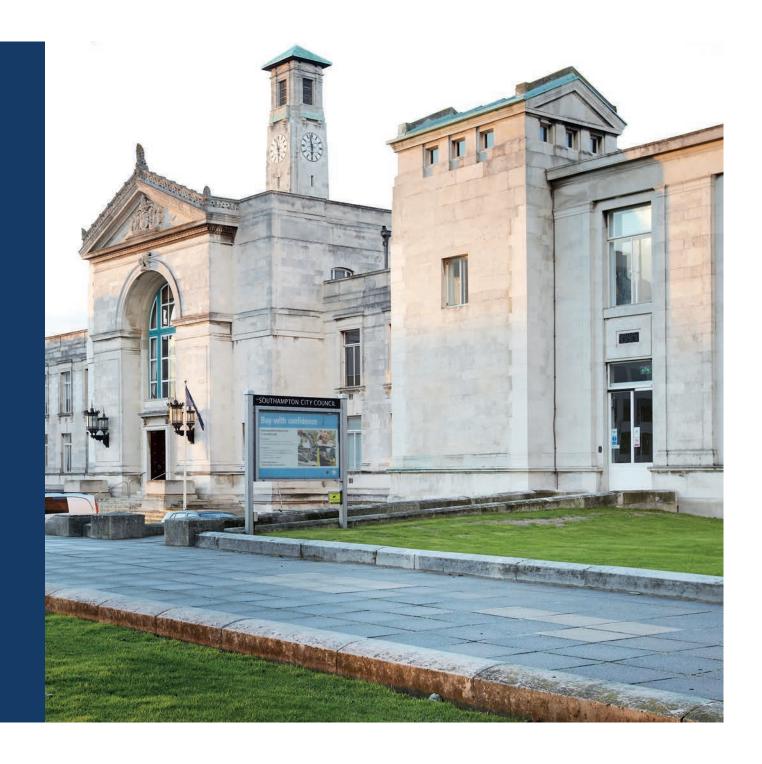
When and where?

- **Programme 12:**
  Wednesday 30 October - Thursday 31 October 2024

- **Programme 13:**
  Wednesday 27 November - Thursday 28 November 2024

- **Programme 14:**
  Saturday 18 January - Sunday 19 January 2025

This two-day programme delivered at Warwick Conferences and is fully subsidised.

Chairs training

It is possible to arrange bespoke Chairs training for current and aspiring Chairs. Please discuss requirements directly with Sarah Dale. Democratic Services are also available to support any Chair/Vice Chair as required.

Section 5 - Briefings by Directorate/ Portfolio

Children's Social Care and Early Help Services

This is an opportunity open to all new and existing Councillors to meet with senior leaders within Children & Learning to provide a service overview on social care and preventative services within the city; how to access support and our 'Building for Brilliance' programme.

When and where?
Monday 8 July 2024, 6 - 7pm
MS Teams

Education, Early Years and Education Support Services

This is an opportunity open for all new and existing Councillors to meet with senior leaders within Education Support Services. This session will explain the relationship the local authority has with schools as well as providing an overview on support that is available via the early years sector as well as services that support children and young people's education journey.

When and where?
TBA

Corporate Parenting - the role of a Councillor

This is an opportunity for all new and existing Councillors to meet with lead officers for Looked After Children to assist you in understanding your important role as a 'Corporate Parent'. Alongside this briefing there is also some e-learning via the LGA e-learning platform.

Councillors need to register for an account. Click on this link to complete the registration if you don't already have one: [Councillor e-learning | Local Government Association](#)

Sometimes there can be a 24-hour delay before the modules can be accessed.

All Councillors receive the agenda pack for Corporate Parenting Committee for awareness.

When and where?
Monday 15 July 2024, 6 - 7pm
MS Teams

Housing

This is an opportunity for all new and existing Councillors to receive an overview of the Housing Services that are the responsibilities of the City Council, lead by the senior leaders within the Resident Services Directorate. The session will cover all the aspects of housing from our work with rough sleepers and homeless families through to our Landlord services and building of new homes, including the partnership work we do across the city to deliver the services and the plans for the future. The session will also provide advice and guidance on how to support residents accessing services and support.

When and where?
Thursday 4 July 2024, 6 - 7pm
MS Teams

The role of Public Health

Run by the Public Health Team, this session is open to all new and existing Councillors to expand their knowledge and awareness of the responsibilities for Public Health, to understand how prevention work can improve health and wellbeing and reduce increasing demand for council services.

When and where?
Monday 30 September 2024, 6 - 7pm
MS Teams

Adult Social Care & Commissioning

Session to provide an overview of Adult Social care in Southampton. To talk about the challenges, the opportunities and our aspirations for Southampton residents.

To outline the key work streams in our major transformation programme, supporting our vision of providing a high- quality service that is easy for people to navigate; an excellent early help offer; a confident and competent workforce and a fair, sustainable and flexible service.'
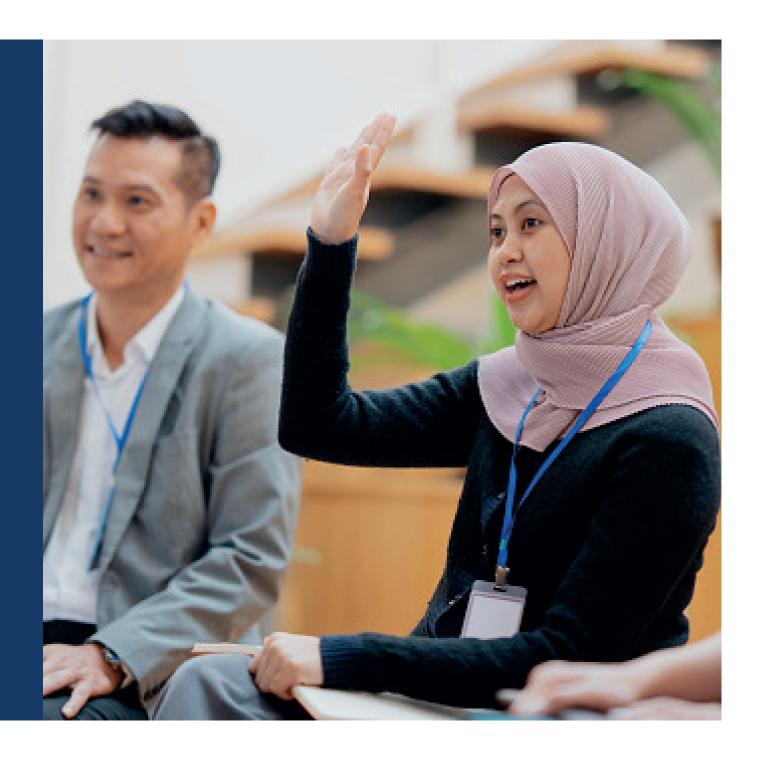
When and where?
TBA

The Highways Programme

This session will cover the way the Highways Services Partnership (HSP) with Balfour Beatty Living Places (BBLP) works and what service are delivered through it such as highways maintenance, drainage, and network management (including traffic signals and management of roadworks).

When and where?
Thursday 20 June 2024, 6 - 7pm
Conference Room 3.

Section 6 - Personal development and wellbeing

Equality, diversity & inclusion training

Who is this for?
Open to all Councillors

Who is delivering this training?
Helen Wentworth, Wellbeing & EDI Lead &
Helen Harris, Organisational Development Manager

What does this training cover?
A diverse and inclusive workplace and organisation is one that makes everyone, regardless of race, gender, age, sexual orientation, identities, beliefs, feel equally involved in and supported in all areas of the workplace. We want people to feel a sense of belonging in SCC and feel safe to be their unique selves. This session will explore what we all need to do in order to ensure we treat others justly, fairly and consistently and promote inclusivity and equity. You will also be invited to sign the SCC Diversity & Inclusion Pledge.
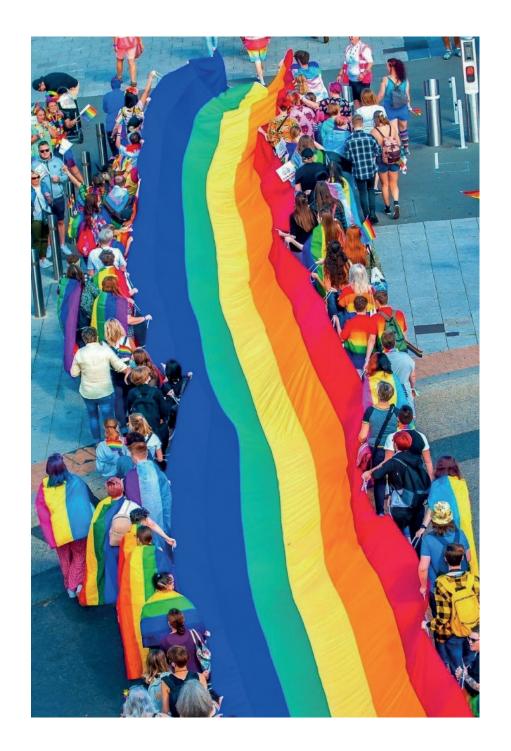
When and where?
Thursday 7 November 2024, 2 - 4pm and
Monday 11 November 2024, 10am - 12noon.
Via MS Teams

Members only need to attend one session.

Action learning sets

Action learning sets are available on a variety of personal development topics such as management people problems, time management, conflict management Learning Links (southampton.gov.uk) as well as wellbeing topics including lone working and personal safety are available via Essentials documents (southampton.gov.uk)

Each learning set takes less than two minutes to read.

Local Government Association Learning

A variety of learning is available via the Local Government Association. We pay for membership which entitles us to receive a mix of learning and resources that are often fully subsidised through our membership.

The Leadership Academy. This is the LGAs flagship developmentprogramme for councillors in leadership positions. Each programme contains three modules focussing on 'Personal Leadership', 'Political Leadership' and 'Leadership of Place' and is delivered over a three-month period. Nominations for a place on Leadership Academy must come via Group Leaders. The cost is £1,000 for the first place and £1,250 for each subsequent place.

More information:
Leadership Academy | Local Government Association

Leadership Essentials: These are a series of programmes and workshops designed as themed learning opportunities for Leaders, Cabinet Members/Portfolio holders, Opposition and Chairs of Committees.

More information:
Leadership Essentials | Local Government Association

Community Leadership: This programme provides a number of resources to support you in your role as community leaders, facilitators and brokers via workbooks. Please click on the link for a full list of topics.

More information:
Community Leadership | Local Government Association

Councillor e-learning modules: Please access the link for a full list of e-learning that is available.

More information:
Councillor e-learning | Local Government Association