

Councillor Induction

Programme 2021-22

Induction Programme and Timetable

Date	Time/Duration	Venue	Session Overview	Format	Responsible Officer
Day 1					
DD MM YYYY	1.5 hours	Microsoft Teams	Welcome session <ul style="list-style-type: none"> • Meet the Directors • Advice from recently elected councillors • Accessing e-learning • Register of Interests Forms • Councillor Allowance Scheme • How to access the Learning Hub (LMS) • Opportunity for questions • Tour of the Civic Centre if regulations allow (possibility for virtual tour) 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Presented by: Paula Moore <i>Head of Organisational Development and Apprenticeships</i> Presentation required to go to SEB (Ideally someone close to SEB and the directors) <i>Directors Facilities (Chris East - Head of Facilities)</i> <i>OD Team (Paula Moore - Head of Organisational Development and Apprenticeships)</i> <i>ICT Support (Jai Ghai – Head of ICT)</i>
DD MM YYYY	1.5 hours	Microsoft Teams	Microsoft Teams Introduction <ul style="list-style-type: none"> • Using Microsoft Teams 	Delivered Virtually via Microsoft Teams	Vikram Sahota / Daniel Clarke

			<ul style="list-style-type: none"> • Setting up meetings • Sharing your screen • Replying to chats • Collaboration on documentation 	Available to access the recording via the Learning Hub	<i>Business Critical and Solutions Support Engineer</i> Jai Ghai <i>Head of ICT</i> Steve Charles <i>Customer Support Manager</i>
DD MM YYYY	1.5 hours	Microsoft Teams	Optional Virtual Drop-in session: ICT, technology and how to use equipment/software/programs	Delivered Virtually via Microsoft Teams	Jai Ghai <i>Head of ICT</i> Steve Charles <i>Customer Support Manager</i>
Day 2					
DD MM YYYY	1.5 hours	Microsoft Teams	Health & Safety <ul style="list-style-type: none"> • How health & safety impacts within the community • Overview of health & safety system • Roles and responsibilities • Personal safety and available support 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Tim Munro <i>Head of Service Health and Safety</i>
DD MM YYYY	1.5 hours	Microsoft Teams	Optional Virtual Drop-in session: ICT, technology and how to use equipment/software/programs	Delivered Virtually via Microsoft Teams	Jai Ghai <i>Head of ICT</i> Steve Charles

					<i>Customer Support Manager</i>
Day 3					
DD MM YYYY	1 hour	Microsoft Teams	Decision Making <ul style="list-style-type: none"> • Council and committees • Code of Conduct/Social Media • Constitution/Rules of Debate 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	<i>Jaswinder Kaur Democratic Services Manager</i> <i>Julia Cleary Scrutiny and Systems Manager</i> <i>Tracey Christie Head of Legal Services</i>
DD MM YYYY	1 hour	Microsoft Teams	Information Governance <ul style="list-style-type: none"> • GDPR Protecting Information 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	<i>Anna Zollino-Biscotti Information Governance Manager</i> <i>Catrina Finch Information Governance Technical Specialist</i> <i>Martin Eades Information Governance Technical Specialist</i>

Day 4					
DD MM YYYY	1.5 hours	Microsoft Teams	Introduction to Scrutiny <ul style="list-style-type: none"> • Purpose of Scrutiny • Effective Scrutiny • Understanding your role as a Councillor • Work programme 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Julia Cleary <i>Scrutiny and Systems Manager</i> Jaswinder Kaur <i>Democratic Services Manager</i>
DD MM YYYY	1.5 hours	Microsoft Teams	ICT & Agresso Introduction <ul style="list-style-type: none"> • ICT introduction • Using Agresso • How to use the Report It app • Using Mod.gov • Using IT in the Council Chamber (if available) 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Jaswinder Kaur <i>Democratic Services Manager</i> Julia Cleary <i>Scrutiny and Systems Manager</i> Edward Robert <i>System Learning & Development Officer</i> Jai Ghai <i>Head of ICT</i> Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>

Day 5

DD MM YYYY	1 hour	Microsoft Teams	<p>Safeguarding Adults & Children</p> <ul style="list-style-type: none"> • What is safeguarding • Facts & figures • Number of child protection plans by ward • What lies behind the statistics and the work involved • The number of 'alerts' and the numbers referred and/or investigated • Who is at risk? • Scenarios which councillors might experience • Referral process 	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Paula Morris <i>Head of Service Adults and Childrens Services</i></p>
DD MM YYYY	1 hour	Microsoft Teams	<p>Equalities and No Offence Training</p> <ul style="list-style-type: none"> • Understand the importance that equalities play in a councillor's role • Public sector equality duty • No Offence Training 	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Jin Takhar Equality Diversity and Inclusion Manager</p> <p>Jo Patel Equality Diversity and Inclusion Advisor</p>

Day 6					
DD MM YYYY	30 minutes	Microsoft Teams	Engaging Citizens and Communities <ul style="list-style-type: none"> • Building up a network • Effective communications – patterns of use • Trends in use of social media • Planning – writing a tweet • Code of Conduct and freedom of speech • Data protection • Creating a good news story 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Richard Wyatt <i>Head of Communications</i> Tim Clark <i>Communications Manager</i>
DD MM YYYY	1 hour	Microsoft Teams	Standards and communication <ul style="list-style-type: none"> • Using Social Media as a Councillor • Dealing with the media • Protocols and conduct 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	David Pattison <i>Director of Governance</i> Richard Wyatt <i>Head of Communications</i> Tim Clark <i>Communications Manager</i>
Day 7					
DD MM YYYY	2 hours	Microsoft Teams	Introduction to Local Government Finance <ul style="list-style-type: none"> • Local Government funding system 	Delivered Virtually via Microsoft Teams Available to access	Alison Shannon <i>Chief Accountant</i> Michelle Howell <i>Finance Business</i>

			<ul style="list-style-type: none"> • Statement of accounts • Capital programme 	the recording via the Learning Hub	<i>Manager</i>
DD MM YYYY	30 minutes	Microsoft Teams	Introduction to Funding <ul style="list-style-type: none"> • What funding streams are available • How to access these • How to inform groups of how these can be accessed 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Joanna Grocutt <i>Place Based Manager</i>
Day 8					
DD MM YYYY	30 minutes	Microsoft Teams	What does Commercial mean for Local Authorities?	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Parvinder Uppal <i>Head of Commercial</i>
DD MM YYYY	30 minutes	Microsoft Teams	Chairing Meetings How to effectively chair a meeting	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	David Pattison <i>Director of Governance</i>
DD MM YYYY	30 minutes	Microsoft Teams	Chairing Meetings <ul style="list-style-type: none"> • How to chair a meeting virtually 	Delivered Virtually	External Provider (TBC)
Day 9					
DD MM YYYY	30 minutes	Microsoft Teams	Emergency Planning & Resilience	Delivered Virtually via Microsoft	Chelsea Sibley <i>Resilience Officer</i>

			<ul style="list-style-type: none"> • What's your role as a councillor and where you fit in • Why the council has to respond • How we activate our emergency procedures • What the Council can provide 	Teams Available to access the recording via the Learning Hub	
DD MM YYYY	1 hour	Microsoft Teams	Welfare Rights <ul style="list-style-type: none"> • Universal credit • Who can help? • Where to signpost 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Mark Perlic <i>Welfare Rights Service Manager</i>
DD MM YYYY	1.5 hours	Microsoft Teams	Optional Virtual Drop-in session: ICT, technology and how to use equipment/software/programs	Delivered Virtually via Microsoft Teams	Jai Ghai <i>Head of ICT</i> Steve Charles <i>Customer Support Manager</i>
Day 10					
DD MM YYYY	1 hour	Microsoft Teams	Understanding the Planning Process <ul style="list-style-type: none"> • Basic knowledge of the planning process 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Martin Gregory <i>Section Leader (Planning)</i>
DD MM YYYY	5 hours	Microsoft Teams	LGA annual induction session for new councillors	Delivered Virtually via Microsoft	(This is TBC)

			<ul style="list-style-type: none"> • Enable attendees to explore their role and hear from experienced councillors and receive their top tips and insights to help equip newly elected councillors. • Give new members a wider perspective on the role of a councillor • Provides an opportunity meet other newly elected members from across the region • Learn about the support available from the LGA 	Teams Available to access the recording via the Learning Hub	
Day 11					
DD MM YYYY	1 hour	Microsoft Teams	<p>Making the most of Council meetings: Planning training</p> <ul style="list-style-type: none"> • Predetermination • Decision making • Planning policies <p>*All Councillors are welcome, however this is mandatory for those on the relevant committee</p>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	Stephen Alexander <i>Head of City Planning</i>
DD MM YYYY	1 hour	Microsoft Teams	<p>Making the most of Council meetings Licensing training:</p>	Delivered Virtually via Microsoft Teams	Sarah Hardwick <i>Senior Solicitor</i>

			<p>Licensing Act Gambling Act Local Government Act Decision Making Predetermination</p> <p>*All Councillors are welcome, however this is mandatory for those on the relevant committee</p>	Available to access the recording via the Learning Hub	Chris Howell <i>Commercial Regulation Manager</i>
DD MM YYYY	1 hour	Microsoft Teams	<p>Making the most of Council meetings Audit and risk Committee training:</p> <ul style="list-style-type: none"> • Audit • Risk management • Fraud • Reviewing financial reporting <p>*All Councillors are welcome, however this is mandatory for those on the relevant committee</p>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Peter Farrow <i>Head of Audit</i></p> <p>Emma Bland <i>Finance Business Partner</i></p>
Available Additional Sessions following the Induction Programme					
TBC (Quarterly)	2 hours	In person or alternatively delivered by Zoom	Unconscious Bias	Virtual delivery of the Unconscious Bias training is delivered on a quarterly basis and is available to be	Louise McCloskey <i>Organisational Development Advisor</i>

				booked onto via the Learning Hub	
Additional Mandatory CWC E-Learning					
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Child Sexual Exploitation	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Customer Services	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Corporate Parenting	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Dementia Awareness	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	PREVENT Training	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning

Additional Optional CWC E-Learning					
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Housing, homelessness and the Armed Forces Covenant	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	The Armed Forces Covenant for frontline staff in statutory and voluntary organisations	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning

Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Adjusting to life after the Armed Forces	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Optional LGiU Courses (currently available in 2020)					
Flexible (Own Learning Time)	2 hours	Online Presentation	Chairing Skills for Virtual Meetings	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Speed Reading & Retention	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Managing Homeworking Performance	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Local Government Finance Series	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Report Writing	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Developing Political Awareness & Sensitivity: the key to working effectively with Members	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Presenting with Impact Online	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Building Confidence	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Practical Project Management	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Questioning Skills for Scrutiny	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Being an effective Councillor Series	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Understanding Strategic Thinking	Online	LGiU

Flexible (Own Learning Time)	2 hours	Online Presentation	Effective Social Media Sessions (lunch hour sessions)	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Advanced Chairing: Managing the People side of Meetings	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Memory Skills and Mind Mapping	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Developing Personal Assertiveness	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Beyond Coronavirus; A new type of culture for a new type of authority: The role of Organisational Development	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Managing Conflict	Online	LGiU
Optional LGA Courses					
Flexible (Own Learning Time)	2 hours	Zoom Online Webinar	Commercial mindset masterclass	Online	LGA
Flexible (Own Learning Time)	2 hours	Zoom Online Webinar	Commercial leadership and decision-making masterclass course outline	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Commissioning of Services	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Community engagement and Leadership	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Councillor Induction	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS	Equality and diversity	Online	LGA

Learning Time)		Online Webinar			
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Facilitation and conflict resolution	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Handling complaints for service improvement	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Influencing Skills	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Licensing and regulation	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Planning	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Police and Crime Panels	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Scrutiny for Councillors	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Stress management and personal resilience	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Supporting your constituents	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	The effective ward councillor	Online	LGA

Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Holding council meetings online	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Handling intimidation	Online	LGA

Online Political Leadership Webinars for Councillors to support councillors in responding to coronavirus

Flexible (Own Learning Time)	1 hour (2 x 30 minutes webinars)	Online Webinar	The role of the ward councillor in responding to the COVID-19 crisis Part 1: The emergency management cycle and council responsibilities, the role of officers and building and maintaining trust in your community Part 2: The role of senior councillors, and a detailed look at the role of the ward Councillor	Online - YouTube	LGA
Flexible (Own Learning Time)	45 minutes	Online Webinar	The importance of opposition leadership and what effective opposition looks like during the COVID-19 crisis Part 1: The importance of opposition leadership during COVID-19 Part 2: What effective opposition looks like	Online - YouTube	LGA

Flexible (Own Learning Time)	19 minutes	Online Webinar	Rapid innovation for Local Government	Online	LGA
Flexible (Own Learning Time)	39 minutes	Online Webinar	Effective chairing of remote meetings	Online	LGA
Flexible (Own Learning Time)	22 minutes	Online Webinar	Presentation Skills	Online	LGA
Flexible (Own Learning Time)	36 minutes	Online Webinar	Coalition Administrations	Online	LGA

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