

Councillor Development

Programme 2021-22

Development Programme and Timetable

Date	Time/Duration	Venue	Session Overview	Format	Delivered by:
Quarter 1					
DD MM YYYY	1 hour	Microsoft Teams	ICT Skills Workshops Overview courses of Outlook and Teams and any IT queries	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal – ICT Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>
DD MM YYYY	1 hour	Microsoft Teams	Information Session - Planning Short video presented by Planning Team for Councillor questions, planning applications and neighbour disputes	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Planning
DD MM YYYY	1 hour	Microsoft Teams	Health and Safety Update How to stay safe when working remotely, personal safety and available support	Delivered Virtually via Microsoft Teams	Internal - Health and Safety <i>Tim Munro Head of Service Health and Safety</i>
Quarter 2					
DD MM YYYY	1 hour	Microsoft Teams	ICT Skills Workshops Overview courses of Outlook and Teams and any IT queries	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal – ICT Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>
DD MM YYYY	1 hour	Microsoft Teams	Information Session - Waste & Recycling This session looks at how to respond to Waste & Recycling	Delivered Virtually via Microsoft Teams	Internal – Waste Services

			queries		
DD MM YYYY	2 hours	Microsoft Teams	<p>Unconscious Bias Briefing During the workshop you will:</p> <ul style="list-style-type: none"> • Learn what ‘unconscious bias’ is. • Gain a greater insight into your own unconscious biases. • Learn about and discuss how biases impact how we work. • Take away tips and techniques to reduce the impact of our biases. 	Delivered Virtually via Microsoft Teams	External
DD MM YYYY	1 hour	Microsoft Teams	<p>Using Social Media Workshop</p> <ul style="list-style-type: none"> • How to effectively use social media • Online safety • Responsibilities of councillors on social media 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Communications
DD MM YYYY	2 hours	Microsoft Teams	<p>Chairing Skills - Virtual Meetings The session looks at chairing meetings online using platforms such as MS Teams</p>	Delivered Virtually via Microsoft Teams	External - LGiU
DD MM YYYY	TBC	Microsoft Teams	LGA Annual Conference and Exhibition	Delivered Virtually via Microsoft Teams	External - LGA
Quarter 3					
DD MM YYYY	1 hour	Microsoft Teams	<p>ICT Skills Workshops Overview courses of Outlook and</p>	Delivered Virtually via Microsoft Teams	Internal – ICT Vikram Sahota / Daniel

			Teams and any IT queries	Available to access the recording via the Learning Hub	Clarke <i>Business Critical and Solutions Support Engineer</i>
DD MM YYYY	1 hour	Microsoft Teams	Information session – Community Safety Session delivered by Community Safety Team	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal – Community Safety
DD MM YYYY	1 hour	Microsoft Teams	Refresher Session - Information Governance <ul style="list-style-type: none"> • GDPR • Protecting Information • Freedom of Information • Record management 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal – Information Governance Anna Zollino-Biscotti <i>Information Governance Manager</i> Catrina Finch <i>Information Governance Technical Specialist</i> Martin Eades <i>Information Governance Technical Specialist</i>

DD MM YYYY	1 hour	Microsoft Teams	No Offence Training To help understand the importance that equalities plays in a councillor's role	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal – Equality, Diversity & Inclusion Jin Takhar <i>Equality Diversity and Inclusion Manager</i> Jo Patel <i>Equality Diversity and Inclusion Advisor</i>
DD MM YYYY	1 hour	Microsoft Teams	Information Session – Highways & Road Maintenance Session delivered by Highways Team looking at common queries received by councillors	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Highways
DD MM YYYY	TBC	Microsoft Teams	Annual Local Government Finance Workshop	Delivered Virtually via Microsoft Teams	External - LGA
Quarter 4					
DD MM YYYY	1 hour	Microsoft Teams	ICT Skills Workshops Overview courses of Outlook and Teams and any IT queries	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal – ICT Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>

DD MM YYYY	1 hour	Microsoft Teams	Refresher Session - Safeguarding <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 	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Safeguarding
DD MM YYYY	1 hour	Microsoft Teams	Refresher Session - Finance Session looking at Local Government Finance	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Finance
DD MM YYYY	1 hour	Microsoft Teams	Information session – Licensing Session delivered by Licensing Team including Licensing Act Gambling Act	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Licensing
DD MM YYYY	1 hour	Microsoft Teams	Information session – Council Tax/Benefits	Delivered Virtually via Microsoft Teams Available to access	Internal – Revenues and Benefits

			Session delivered by Benefits Team looking at common queries	the recording via the Learning Hub	
DD MM YYYY	2 hours	Microsoft Teams	Development Session for New Mayor and Deputy Mayor Chairing Full Council Managing Civic engagements and delivering short speeches	Delivered Virtually via Microsoft Teams	External
DD MM YYYY	TBC	Microsoft Teams	Annual Employment Law Conference	Delivered Virtually via Microsoft Teams	External – LGA
DD MM YYYY	TBC	Microsoft Teams	Annual Public Health Conference	Delivered Virtually via Microsoft Teams	External – LGA
DD MM YYYY	TBC	Microsoft Teams	Annual LGA Culture and Tourism Conference	Delivered Virtually via Microsoft Teams	External – LGA
DD MM YYYY	TBC	Microsoft Teams	Annual LGA Licensing Conference	Delivered Virtually via Microsoft Teams	External – LGA