

Elected Member Training Calendar - 2015



Training calendar

Welcome to the elected member training calendar 2015

This calendar aims to set out all the training that is available to you, whether internally provided, externally commissioned, informal support or other opportunities that are available to you.

If you would like to book a place on any of the training events in this calendar, please contact:

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If you have any training or development needs that are not covered, please get in touch and we will try to find a solution for you.

Overview

For ease of understanding, the training calendar has been split into four sections:

- Induction training
- Committee training
- Corporate priorities
- Ongoing professional development

Any member is welcome to attend any training event within this calendar. Wherever possible, training will be offered with a variety of dates and times (with an early evening option included).



When you see this symbol by the title of a course, this indicates that it is of high importance, and you are strongly encouraged to attend.

All other training is offered for your professional development.

Contents

For new councillors:

- Induction training for new councillors
- Induction seminar from South East Employers
- Being an effective councillor
- Enhanced skills for new councillors

For councillors and standing deputies for committees:

- Governance & Audit & Standards Committee training
- Employment Committee training
- Licensing Committee training
- Planning Committee training

Corporate priorities

- Safeguarding children
- Equalities Impact Assessments
- Health & Safety

Ongoing professional development opportunities:

- Leadership skills (influencing and negotiating)
- Community Leadership
- Chairing and managing meetings
- Time management
- Mastering social media
- Presentation skills



Induction Training For New Councillors

Who is this course for?

All newly elected and re-elected members are strongly encouraged to attend this session. All councillors are also welcome to attend this session.

This session has been designed based on feedback from members elected last year. It will act as a welcome and orientation into Portsmouth City Council, provide invaluable information about the practicalities of council meetings / decision making and outline legal responsibilities.

Who is running this course?

This course is run in-house and will be facilitated by a range of officers including the Chief Executive and the Deputy Chief Executive.

What will it cover?

Welcome and orientation

- Supported by a guide to who's who in the organisation for frequently asked questions by residents
- Decision making across the council (full council, cabinet and committees)

How the council operates

- The Constitution
- Code of Conduct
- Pecuniary interests
- Conduct and protocol at Council meetings
- Working safely with sensitive information (Data Protection)

The practicalities of council meetings

- Submitting questions to Council - time limits and content
- Notices of Motion
- Standing Orders
- Exempt items
- The role of Democratic Services in supporting you

Where and when?

Venue - Chief Executive's Conference Room / Conference Room A

Timing - Options available - subject to change

- Monday 18 May, 10am - 12.30pm
- Thursday 21 May, 9.30am - 12 noon
- Thursday 21 May, 12.30pm - 3pm
- Tuesday 26 May, 10am - 1pm
- Tuesday 26 May, 2pm - 5pm
- Tuesday 26 May, 5pm - 7pm

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Induction Seminars for Newly Elected Councillors (Induction Training)

Who is this course for?

Newly elected councillors are invited to attend this induction session run by South East Employers. There is a limit to the number of places available to each council, so please register your interest as soon as possible.

This session is designed to help you to feel confident in your new role and to facilitate networking between councillors in the region.

Who is running this course?

This is an external course run by South East Employers. It is facilitated by Councillor Barnard (Bracknell Forest Council) and Mark Palmer (Development Director, South East Employers)

What will it cover?

- Key challenges for Councillors
- Major issues for local government from a national and regional perspective
- The skills needed to be an effective councillor
- Resources and support available
- Effective overview and scrutiny
- Networking opportunities

Where and when?

This course is held at two regional venues (Surrey and Kent)

9th June - Surrey

10th June - Kent

Both sessions run from 9.30am till 2.00pm



Being an Effective Councillor (Induction Training)

Who is this course for?

Although designed for newer councillors, all members are welcome to attend this training.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

This course is designed to provide an opportunity to explore the ward role and how councillors can increase their effectiveness.

Indicative content:

- Ward roles and responsibilities
- Good practice in managing casework and time management
- How they can have an effect in their ward – communicating and influencing
- How to manage their own stress and personal resilience
- Tips on public speaking and holding effective meetings

Where and when?

Venue - TBC

Timing - Summer 2015 (subject to change)



Enhanced Skills for New Councillors (Induction Training)

Who is this course for?

Although designed for newer councillors, all members are welcome to attend this training.

Who is running this course?

This course will be facilitated internally

What will it cover?

This session is designed to support you to get the most from council meetings. It will build on knowledge gained at the induction session, plus experience from the first few months after election.

Indicative content:

- An interactive session around getting the most from council meetings (e.g. using Standing Orders, Notices of Motion etc.)
- Getting the most from financial reports

Where and when?

Venue - TBC

Timing - TBC - this session will be available on a choice of dates and times in Autumn 2015



Governance & Audit & Standards (Committee Training)

Who is this course for?

This course is for members of the Governance & Audit & Standards Committee and their Standing Deputies.

All members, however, are welcome to attend this training to enhance their knowledge about this committee.

Who is running this course?

This training will be offer in-house with an external facilitator

What will it cover?

- The role of the Governance & Audit & Standards Committee
- How the committee fits into the overall governance framework
- The role of the committee in governance, risk management, internal control, audit and financial management
- Key ways that the committee can make a positive difference
- Treasury Management Focus
- Key opportunities, risks and challenges for Portsmouth City Council
- Adding organisational value

Where and when?

Venue - tbc

Timing - This training is expected to take place on the same day as the first committee meeting currently scheduled for 26 June - time to be confirmed



Employment Committee Training (Committee Training)

Who is this course for?

This course is for members of the Employment Committee and their Standing Deputies.

All members, however, are welcome to attend this training to enhance their knowledge about this committee.

Who is running this course?

This training will be facilitated internally.

What will it cover?

- Role and purpose of the Employment Committee
- Introduction to HR Policies
- Overview of Job Evaluation
- Senior Officer appointments

Where and when?

Venue - tbc

Timing - This training will take place before the first committee meeting.



Planning Committee (Committee Training)

Who is this course for?

This course is for members of the Planning Committee and their Standing Deputies.

All members, however, are welcome to attend this training to enhance their knowledge about this committee.

Who is running this course?

This training will be facilitated internally.

What will it cover?

- The significance of the Development Plan
- Key concepts in planning (e.g. viability)
- Listed buildings
- Conservation areas
- Standards and governance for planning committee members
- Understanding the planning code of conduct
- Appropriate responses to residents and developers
- Committee member conduct
- The wider agenda of planning for all members (e.g. representations, planning issues for residents)

Where and when?

Venue - tbc

Timing - Expected to take place on Monday 22nd June from 5pm till 6.30pm



Licensing Committee (Committee Training)

Who is this course for?

This course is for members of the Licensing Committee.

All members, however, are welcome to attend this training to enhance their knowledge about this committee.

Who is running this course?

This training will be facilitated internally.

What will it cover?

- The role of the Licensing Committee
- Responsibilities and decision making for members of the committee
- The quasi-judicial role of the committee
- The principles of natural justice
- The role and function of the licensing authority under the various statutory provisions
- Decision making
- Member conduct
- Human rights

Where and when?

Venue - Conference Room B

Timing - Friday 12th June from 9.30-12.30 (one to one training is available if members are unavailable on this date)



Safeguarding Children (Corporate Priority Training)

Who is this course for?

All councillors are strongly encouraged to attend this training. It has been commissioned in response to an Ofsted recommendation and for members to understand their role in Corporate Parenting and Safeguarding children.

Who is running this course?

This course will be facilitated internally.

What will it cover?

- The role of elected members in Corporate Parenting and Safeguarding children
- An exploration of the respective roles of members, officers, the Portfolio Holder and the Local Children's Safeguarding Board
- An overview of scrutiny in relation to Safeguarding children

Where and when?

Venue - Chief Executives Conference Room

Timings - Commencing on the 17th June (subject to change) and an ongoing rolling programme throughout the year (further dates to be published)



Equalities Impact Assessments (Corporate Priority Training)

Who is this course for?

All members are strongly encouraged to attend this training.

Who is running this course?

This training will be run in-house by an external facilitator

This training programme is designed exclusively around the needs of elected members. Training for officers in this area is also being delivered to complement this training.

What will it cover?

The aim of this training is to provide you with the information you need about EIAs to enable you to ask the right questions. It aims to help ensure that the needs of all parts of the community have been considered in proposals, proper consultation has taken place and that assessments are not a 'tick-box' exercise.

- The purpose of EIAs
- A refresher on legislation
- Questions and considerations when an EIA has taken place
- Understanding positive and negative impacts
- Statutory roles and responsibilities

Where and when?

Venue - TBC

Timing - 24th June 2015 from 5pm till 7pm (subject to change)



Health & Safety for Members (Corporate Priority Training)

Who is this course for?

All members are strongly encouraged to complete this training.

Who is running this course?

This training is covered via an e-learning module and has been created by PCC's Health & Safety Manager.

What will it cover?

This e-learning package will take you through the special responsibilities you hold under Health & Safety law

Where and when?

Venue - The e-learning can be accessed anywhere (via the internet) as it is held on PCC's Managed Learning Environment. The link to this training course will be sent through to you during May 2015. You can follow this link to register and log on to the Managed Learning Environment.

Timing - This course will take less than an hour to complete



Leadership Skills - Influencing & Negotiating (Ongoing Professional Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

The aim of this course is to coach councillors to explore their leadership style, with a particular reference to influencing others and negotiating good outcomes.

Indicative content:

- Improving personal and interpersonal communication skills
- Developing influencing and negotiating strategies to strengthen the leadership role within the council and the community
- Communication strategies

Where and when?

Venue - TBC

Timing - Autumn 2015 (subject to change)



Community Leadership (Ongoing Professional Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

This course is designed to support members to develop their community leadership role.

Indicative content:

- To consider what community leadership means, and what skills support its effective delivery
- To provide an opportunity to think more deeply about community engagement, community leadership and partnerships – including changing roles and responsibilities in local government
- To consider how engaging more effectively can raise the political credibility of Councillors and the credibility of the council in general

Where and when?

Venue - TBC

Timing - Autumn 2015 (subject to change)



Chairing and Managing Meetings (Ongoing Professional Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

The aim of this course is to support skill development in managing effective and productive meetings. It will also explore the necessary skills to manage challenging situations and people

Indicative content:

- The pro-active chair
- What is needed to run a successful meeting
- Practicalities of effective meetings
- Dealing with challenging situations and moving forwards productively
- Strategies to maximise engagement and contribution

Where and when?

Venue - TBC

Timing - Autumn 2015 (subject to change)



Time Management

(Ongoing Professional Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

The aim of this course is to explore the relationship between self-management and time management.

Indicative content:

- Mapping work streams to identify time pressures and conflicts
- Prioritising the goals, objectives and milestones for success
- Action planning and resources

Where and when?

Venue - TBC

Timing - Autumn 2015



Mastering Social Media (Ongoing Professional Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

The aim of this course is to coach councillors to explore how to lever social media as a medium whilst mitigating reputational risk.

Indicative content:

- The power of social media
- The rules of engagement and communication strategies
- Benefits and risks
- How to drive the agenda
- Using social media to inform, empower and involve communities

Where and when?

Venue - TBC

Timing - Summer 2015 (subject to change)



Presentation Skills

(Ongoing Professional Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be run in-house by an external facilitator

What will it cover?

The aim of this course is to promote confidence and skill in public speaking and giving presentations

Indicative content:

- Purpose and structure of presentations
- Prepare yourself and the presentation effectively
- Improving projection of confidence
- Effective audience interaction
- Dealing with problems
- Handling questions

Where and when?

Venue - TBC

Timing - TBC