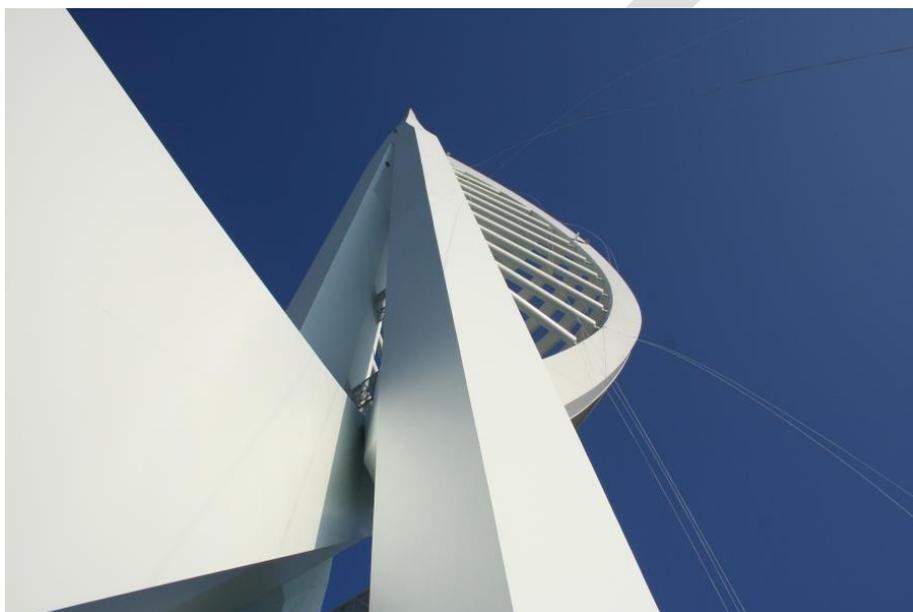


Elected Member Training Calendar - 2019



Training calendar

Welcome to the elected member training calendar 2019.

Overview

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

- Induction training
- E-Learning for Councillors
- Priority training
- Committee training
- Personal development training

Any councillor is welcome to attend any training event within this calendar. Wherever possible, training will be offered with a variety of dates and times (with a webinar option being trailed for a selection of the courses).



When you see this symbol by the title of a course, this indicates that it is of high importance and it is essential that you attend or complete the e-learning course via Portsmouth Learning Gateway (PLG)

All other training is offered for your personal development. In addition the full range of learning & development opportunities are available via Portsmouth Learning Gateway (PLG)

If you would like to book a place on any of the training events in this calendar, or you have particular training or development needs that are not covered in this directory, please get in touch and we will try to find a solution for you.

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Contents

For new councillors:

- Code of Conduct
- Induction for new councillors
- Local Government Association (LGA) - online Councillors Guide
- Finance
- Challenging Conversations and Conflict Resolution
- Enhanced skills for councillors

E-Learning for Councillors:

- Information Governance & GDPR for Councillors
- Health and Safety: Induction for Members
- Safeguarding Children
- Safeguarding Adults
- Cyber Security Awareness
- ACT Awareness (Action Counter Terrorism)
- Anti-fraud, bribery and corruption
- Anti-fraud, bribery and corruption for managers
- Equality and Diversity
- Prevent

Priority training:

- Safeguarding Children & Adults
- Looked after Children
- Homelessness
- Equalities Impact Assessments

Committee training:

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

Personal development opportunities:

- Systems Development Service
- Social media
- Understanding mental health
- PREVENT (preventing violent extremism)
- Presenting with impact, debating with confidence
- Restorative Practice Awareness
- Local Government Association (LGA) - online workbooks



Code of Conduct

(Induction Training)

Who is this course for?

New councillors

Who is running this course?

This session will be facilitated by the City Solicitor.

What will it cover?

It is **essential** that all new councillors have received their Code of Conduct training prior to the Annual Council meeting on the Tbc May 2019

When and where?

DRAFT



Induction for new councillors (Induction Training)

Who is this course for?

New councillors

Who is running this course?

This session will be facilitated by David Williams (Chief Executive) and the City Solicitor

What will it cover?

This briefing session is designed to welcome you to Portsmouth City Council, to give you an opportunity to ask questions of the Chief Executive and the Deputy Chief Executive. The session will also provide you with some basic orientation information about our organisation.

When and where?

DRAFT

Local Government Association Guide for New Councillors (Induction Learning)

Who can benefit from the resources?

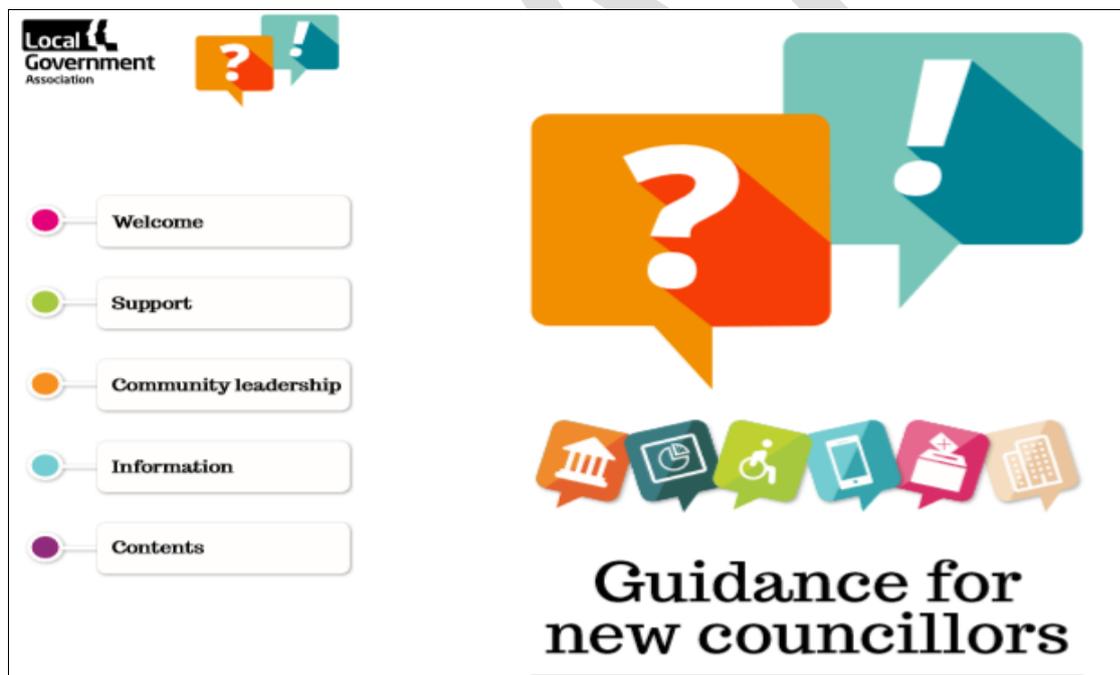
New councillors

Resource information

The Local Government Association (LGA) offer a wide range of learning resources that can be downloaded onto your iPad or tablet or as a PDF for your laptop or desktop.

The councillors' Guide online resource has been designed as a quick reference guide to provide essential information that you need to know as a new councillor and is a useful addition to support you will receive from Portsmouth City Council.

[Following the link to access the latest version](#)





Finance Briefing

(Induction Training)

Who is this course for?

New councillors

Who is running this course?

This session will be facilitated by Chris Ward (Director of Finance)

What will it cover?

This briefing session is designed to provide an overview of the city council's financial processes and position. Briefly it will include:

- Local Government Finance and Framework
- Financial Cycle and Process
- Financial Challenge
- Council Plan

Where and when?

Challenging Conversations and Conflict Resolution (Induction Training)

Who is this course for?

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

Who is running this course?

This course will be facilitated internally by the Learning and Development Team

What will it cover?

When working with constituents, conflicts and challenging conversations sometimes arise. This session is designed to equip participants with the skills to approach these conversations with confidence and positivity, working with constituents to seek resolutions.

At the end of the session participants will be able to;

- Approach conflict and challenging conversations with confidence
- Use skills to diffuse conflict and to hear the issue being presented
- Work with constituents to identify a way forwards

Where and when?

TBC

Enhanced Skills for New Councillors (Induction Training)

Who is this course for?

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

Who is running this course?

This course will be facilitated internally by officers from Democratic Services and HR

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:

- The function of committees
- Decision making
- Getting the most from council meetings (e.g. using Standing Orders, Notices of Motion etc.)
- Practical skills of being a councillor (including contacts for residents' enquiries and problems)

Where and when?

TBC



E-Learning for Councillors

All e-learning courses can be accessed via Portsmouth Learning Gateway (PLG) under the e-learning courses for councillors tab. Please contact the Learning and Development team on E: LearningandDevelopment@portsmouthcc.gov.uk if you require PLG log-in information.

Information Governance & GDPR for Councillors

This training session aims to provide Councillors with an introduction to information governance, outlining statutory requirements and how you can ensure compliance with the law.

This course is recommended for all Councillors and should be refreshed every year.

Health and Safety: Induction for Members

This course is for elected Members and provides an insight into health and safety (H&S) management in Portsmouth City Council, detailing why Members need to get H&S management right (corporately and personally) and the consequences of getting it wrong.

This course is based around the Institute of Occupational Safety and Health's (IOSH) presentation titled: 'Think about health and safety - What elected members of local authorities need to know'.

Safeguarding Children

Children deserve the opportunity to achieve their full potential. Most do so when brought up by parents or carers who provide warmth and love as well as clear boundaries to behaviour.

Children who suffer abuse or neglect may not reach their full potential. Identifying and protecting those children is a shared responsibility:

This must be repeated every 3 years

Safeguarding Adults

The aim of this course is to raise your awareness of abuse of vulnerable adults, how to recognise it and what to do if you suspect it is happening.

This must be repeated every 3 years

E-Learning for Councillors

Cyber Security Awareness



As a Government organisation we handle a lot of client data, personal information, and sensitive documents.

Our computer systems come under attack from hackers and cyber criminals on a regular basis, and it could be you as an individual who is targeted in order to find a way in.

It is important that we know how to handle and protect the data we work with (as well as our own personal data), and how to recognise an attack or attempts to compromise our data security.

ACT Awareness (Action Counter Terrorism)

ACT Awareness eLearning is a new Counter Terrorism awareness product created by National Counter Terrorism Security Office for all UK based companies and organisations.

Anti-fraud, bribery and corruption

This module provides an overview of fraud, bribery and corruption and explains how they affect employees, Councillors and Portsmouth City Council as a whole. It will also cover how to report fraud, bribery and corruption if you suspect it.

This is must be repeated every 3 years

Anti-fraud, bribery and corruption for managers

The aim of this course is to raise awareness of areas of possible fraudulent activity, to help you prevent, detect and report it as part of your role as a manager at PCC in protecting the public purse.

This course should be completed by managers after completing Anti-Fraud, Bribery and Corruption for all staff module

This must be repeated every 3 years

Equality and Diversity

This short e-learning has been created to help you understand how you need to work with other people - whether they are customers or colleagues. We want to make sure that PCC is a safe and inclusive place to work and to ensure that our services are fair and accessible to all customers.

This must be repeated every 3 years



E-Learning for Councillors

Prevent

This course offers an introduction to the Prevent duty, and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.

This is introductory training. It will provide an important foundation on which to develop further knowledge around the risks of radicalisation and the role that you can play in supporting those at risk.

This training addresses all forms of terrorism and non-violent extremism, including far right wing and Islamist extremism threatening the UK.

This e-learning has been developed by HM Government following consultation with a range of individuals and organisations. It has benefitted from the feedback of teachers, local authority officials, community-based groups, youth workers and many others.

DRAFT



Safeguarding Children & Adults (Priority Training)

Who is this course for?

All councillors need to attend this training every 3 years. The part of this training that relates to children's safeguarding has been commissioned in response to an Ofsted recommendation.

Who is running this course?

This course will be facilitated internally by senior managers who have responsibility for children and adult safeguarding.

What will it cover?

- The Care Act and its implication for safeguarding adults
- The aims of adult safeguarding
- Portsmouth's approach to safeguarding adults
- The role of the Adult Safeguarding Board
- Roles and responsibilities in safeguarding adults and children
- The legal aspects of safeguarding children
- The role of the Children's Safeguarding Board
- Actions to take if you have a concern

Where and when?

TBC



Looked After Children (Priority Training)

Who is this course for?

All councillors need to attend this training every 3 years

Who is running this course?

This course will be facilitated internally by the Head of Looked After Children Services and supported by foster carers

What will it cover?

- The demographics of children in care in Portsmouth
- Improving the life chances of those leaving care (e.g. around employability, education etc.)
- Portsmouth's strategy for Looked After Children
- Your responsibility towards Looked After Children as a Corporate Parent

Where and when?

Tbc



Homelessness (Priority Training)

Who is this course for?

All councillors need to attend this training every year

Who is running this course?

This course will be facilitated internally by the Homelessness and Rough Sleeper Strategist & Housing Options Manager

What will it cover?

This session will cover the following topics:-

- Street homelessness and rough sleeping. (prevention & support)
- The statutory responsibilities for the Local Authority, which includes new legislation around the Homeless Reduction Act which is effective from 1 April 2018.

Where and when?

Tbc



Equalities Impact Assessments (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 in partnership with Mckenzie's, who are a leading provider of Equality and Diversity Consultancy in the UK. They have a client base of over two hundred organisations across the public and private sector.

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. It aims to support you to identify inequality and discrimination by using a comprehensive assessment process.

- 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?

Tbc



Governance & Audit & Standards (Committee Training)

Who is this course for?

This session 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 in partnership with Ian Fifield of LG Futures. Ian is a very experienced trainer in this area, who has been supporting our development for a number of years.

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

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?

Tbc



Planning Committee (Committee Training)

Who is this course is for?

This course is an essential requirement for members of the Planning Committee and their Standing Deputies and should be refreshed regularly in order to keep abreast of changes in legislation etc.

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 by Assistant Director of Planning

What will it cover?

- The significance of the authorities development plan
- Key concepts of 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 members conduct
- The wider agenda of planning for all members [e.g. representations; planning issues for residents.

Where and when?

Tbc



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 are welcome to attend this training to enhance their knowledge about the role of the committee

Who is running this course?

This course will be facilitated by the Director of HR

What will it cover?

- Role & purpose of the Employment Committee
- Introduction to HR policies
- Overview of Job Evaluation
- Process of Senior Officer appointments

When and Where?

Tbc



Licensing Committee (Committee Training)

Who is this course for?

This course is an essential requirement for members of the Licensing Committee and should be refreshed regularly in order to keep abreast of changes in legislation etc.

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 by Nickii Humphreys (Licensing Manager)

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?

Tbc

Systems Development Service briefing (Personal Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be facilitated by members of PCC's Systems Development Service

What will it cover?

The aim of this session is to provide an overview of the Systems Development Service, who are a team of in-house consultants. The Service works in partnership with Portfolio Holders and Directors to identify efficient ways of working and the improvement of customer service standards.

Briefly it will cover:

- The method used for identifying and streamlining processes
- The leadership mindset changes needed to work to this method
- Review of the outcomes of interventions taken within PCC
- Overview of current interventions
- Invitation to find out more and become involved

Where and when?

Tbc



Social Media (Personal 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 trainer.

What will it cover?

The aim of this course is to outline and explore safe, effective and lawful use of Social Media (e.g. Facebook, Twitter etc.)

Where and when?

TBC

Understanding Mental Health (Personal 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 Jane Leech from Public Health.

What will it cover?

A short course aimed at identifying mental health and wellbeing issues that are prevalent in the population and how these can be supported including signposting to local and national resources and services.

- developing skills and confidence to discuss mental health and wellbeing
- explain mental health and wellbeing by using self-help principles
- identify local mental health resources and services

Where and when?

TBC

PREVENT (preventing violent extremism) Training (Personal Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

This course will be facilitated internally by Charlie Pericleous, Prevent Coordinator for Portsmouth

What will it cover?

Prevent is part of the UK's counter terrorism strategy. This workshop will help participants to identify the issues and preventative measures from the Government strategy aimed at tackling the radicalisation of individuals, both in the UK and elsewhere (stopping people from becoming a terrorist or supporting terrorists or violent extremists).

Briefly it will cover:

- The current risk level and local/national context
- The Prevent Strategy and it's aims
- Recognise individuals / groups who may be vulnerable to terrorism and the influence of extremist groups
- Explain why some people are able to influence and manipulate others to commit crimes
- Recognise when a vulnerable individual may be in need of help and describe what support is available to vulnerable individuals
- The referral procedure for those that may be vulnerable to extremism and what interventions are possible

Where and when?

Tbc

Presenting with impact, debating with confidence (Personal Development Training)

Who is this course for?

All members are welcome to attend this course

Who is running this course?

This will be delivered in-house by an externally commissioned trainer

What will it cover?

This workshop aims to increase confidence to present and debate professionally at council meetings. The workshop will consider the impact of social media, the rise and influence of the citizen journalist and how to be 'media savvy' when discussing controversial issues or politically sensitive subjects at meetings where journalists could be present.

You will learn how to:

- Plan and prepare systematically for all presentations and debates
- Be aware of your impact on journalists and the public at streamed meetings
- Identify and develop your own key messages
- Hone your messages and get them across with more professionalism
- Build empathy with your audiences when speaking in public
- Present written reports
- Focus attention on the key issues so your audience will accept your message
- Overcome nerves when presenting
- Conduct successful meetings – from preparing key messages, to taking control of the agenda.
- Deal with challenging behaviour and awkward audiences
- Handle awkward questions or hostile questions from the floor

Where and when?

Tbc

Restorative Practice Awareness (Personal Development Training)

Who is this course for?

All members are welcome to attend this course.

Who is running this course?

The course will be delivered by a colleague from the pool of Restorative Practice trainers who are currently rolling out a programme of restorative practice training across children's services in the city.

What will it cover?

The course will provide a brief introduction into restorative practice including restorative conversations, a look at how it is being used in services for Children (including schools) and the benefits in using this approach.

- Describe principles and key concepts of restorative practice
- Be able to model restorative conversations and techniques

Where and when?

Tbc

Local Government Association Workbooks (Personal Development Learning)

Councillor workbooks

The LGA has produced a series of distance learning materials, covering a number of topics, in the form of workbooks.

- Acting on climate change
- Being an effective ward councillor
- Bribery and fraud prevention
- Chairing skills
- Commissioning services
- Community leadership
- Community safety
- Councillor/officer relations
- Creating a 'fit for the future organisation'
- Engaging young people
- Facilitation and conflict resolution
- Handling casework
- Handling complaints for service improvement
- Health and safety in the council
- Influencing skills
- Local government finance
- Planning
- Neighbourhood & community engagement
- Neighbourhood planning - ward councillors
- Scrutiny
- Scrutiny of finance
- Stress management and personal resilience
- Supporting residents with complex issues
- Working with town and parish councils

Highlighting Political Leadership

These LGA programmes help to support and develop councillors ensuring our local politicians are confident and capable.



Councillor workbook: handling complaints for service improvement

Please access via the LGA website <https://www.local.gov.uk/councillor-workbooks>