

# Elected Member Training Calendar - 2020



## Training calendar

Welcome to the elected member training calendar for 2020.

### 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 an online e-learning option available 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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HR Business Partner - Learning & Development  
HR - Floor 1, Core 5-6  
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Tel: 023 9284 1092

## Contents

### For new councillors:

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- Induction for new councillors
- Local Government Association (LGA) - online Councillors Guide
- Finance
- Challenging Conversations and Conflict Resolution
- Enhanced skills for councillors
- Introduction to Portsmouth Learning Gateway (PLG)

### E-Learning for Councillors:

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

### 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:

- Mental Health Awareness
- Systems Development Service
- Social media
- Understanding mental health
- PREVENT (preventing violent extremism)
- Restorative Practice Awareness
- Local Government Association (LGA) - online workbooks



## **Induction for new councillors (Member Induction Training)**

### **Who is this course for?**

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 officers including the David Williams, Chief Executive, Peter Baulf, City Solicitor and Stewart Agland, Local Democracy Manager.

### **What will it cover?**

This session has been designed based on feedback from members elected in previous years. 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

### **When and where?**

12<sup>th</sup> May 2020 at 9:30am to 10:30am- Chief Executive's office, floor 3, core 4, Civic Offices

13<sup>th</sup> May 2020 at 11:00am to 12 noon -Chief Executive's office, floor 3, core 4, Civic Offices

18<sup>th</sup> May 2020 at 2:30pm to 3:30pm- Chief Executive's office, floor 3, core 4, Civic Offices

Please can new members contact the Chief Executive's PA, Karen Brown, on 023 9283 4010 or email [karen.brown@portsmouthcc.gov.uk](mailto:karen.brown@portsmouthcc.gov.uk) to advise which one of the above sessions you wish to attend?

If none of the offered dates is suitable, please contact Karen to arrange a mutually convenient time for training.



## Code of Conduct

### (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 Peter Baulf (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 19<sup>th</sup> May 2020

#### When and where?

12th May 2020 at 10:30am to 11:30am - City Solicitor's office, floor 3, core 4, Civic Offices

13th May 2020 at 3:00pm to 4:00pm - City Solicitor's office, floor 3, core 4, Civic Offices

14th May 2020 at 9:30am to 10:30am - City Solicitor's office, floor 3, core 4, Civic Offices (Peter only)

18th May 2020 at 3:30pm to 4:30pm - City Solicitor's office, floor 3, core 4, Civic Offices

Please can new members contact the Legal Service Business Manager, Claire Watkins, on 023 9284 1116 or email [claire.watkins@portsmouthcc.gov.uk](mailto:claire.watkins@portsmouthcc.gov.uk) to advise which of the above sessions you wish to attend?

## 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. Please click on the link below to access the resources.

[Link to LGA Guidance for New Councillors 2019/20](#)

## Guidance for new councillors 2019/20

This guide is designed to provide you with the key information you need to know as a new councillor and is a useful addition to the support and guidance you will receive from your own council.

Councillor development | 23 Apr 2019

	Published by: <b>LGA</b>
	Reference code: <b>11.166</b>
<a href="#">Download</a>	



## 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?

11<sup>th</sup> May at 2:00pm to 4:00pm - Executive Conference Suite, floor 3, core 4, Civic Offices

15<sup>th</sup> May at 10:00am to 12 noon - Executive Conference Suite, floor 3, core 4, Civic Offices

Please can new members contact the Rhian Edwards, Executive Assistant to Director of Finance, on 023 9284 1342 or email [rhian.edwards@portsmouthcc.gov.uk](mailto:rhian.edwards@portsmouthcc.gov.uk) to advise which of the above sessions you wish to attend?

## **Introduction to Portsmouth Learning Gateway E-Learning & Booking System (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?**

A practical introduction to accessing e-learning and course booking for members via Portsmouth Learning Gateway (PLG) from Portsmouth City Council computers and via home computer devices including smart phones.

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

- Access Portsmouth Learning Gateway (PLG) with individual username and password
- Access and book Elected Members designated courses
- Access Elected Members designated e-learning

### **Where and when?**

1<sup>st</sup> June 2020 at 12:30pm to 1:30pm Endeavour Training Room (1<sup>st</sup> Floor) Core 5





## **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?**

1<sup>st</sup> June 2020, 1:30pm to 3:30pm in Endeavour Training Room (1<sup>st</sup> Floor) Core 5

## 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.

### 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?

On application, please contact Stewart Agland Local Democracy Manager

E: [stewart.agland@portsmouthcc.gov.uk](mailto:stewart.agland@portsmouthcc.gov.uk)

## E-Learning for Councillors

All e-learning courses can be accessed via the Portsmouth Learning Gateway (PLG) under the courses for councillors tab. Please contact the Learning and Development team on E: [LearningandDevelopment@portsmouthcc.gov.uk](mailto: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 is a mandatory course and must be repeated every 3 years**

### 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.

## E-Learning for Councillors

### **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 a mandatory course and 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 is a mandatory course and 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 is a mandatory course and must be repeated every 3 years**

### **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.

### **Modern Day Slavery**

This course sets out the key provisions of the Modern Slavery Act and looks at what organisations doing business in the UK need to do to comply



## **Safeguarding Children & Adults including information on PREVENT (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 experts from the children and adult safeguarding teams.

### **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
- PREVENT (preventing violent extremism) information session

### **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 and delivered by Teresa O'Toole, Operational Support Manager, Housing, Neighbourhood and Building Services

### **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.

### **Where and when?**

28th May 2020 at 6:00pm to 8:00pm in Endeavour Training Room (1<sup>st</sup> Floor) Core 5

29<sup>th</sup> May 2020 at 12:00pm to 2:00pm in Endeavour Training Room (1<sup>st</sup> Floor) Core 5



## **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 McKenzies, 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?**

27th May 2020 at 5:30pm to 7:30pm in Endeavour Training Room (1<sup>st</sup> Floor) Core 5





## **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 offered 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

### **Where and when?**

21st May 2020 at 3:00pm to 5:00pm in the Endeavour Training Room (1<sup>st</sup> Floor) Core 5



## **Planning Committee (Committee Training)**

### **Who is this course is 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 course will be facilitated by Ian Maguire, Assistant Director Planning & Economic Growth, Regeneration.

### **External**

### **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

[Follow Link](#) to a useful LGA Councillor Resource "How planning works introductory guide"



## **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 Rochelle Kneller, Assistant 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?**

Please contact Rochelle Kneller, Assistant Director of HR

E: [Rochelle.Kneller@portsmouthcc.gov.uk](mailto:Rochelle.Kneller@portsmouthcc.gov.uk)



## 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 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?

11<sup>th</sup> June 2020 at 4:00pm to 6:00pm in the Licensing Office, Lower Ground Floor, Core 5, (under Podium Car Park)

## **Mental Health Awareness (Personal Wellbeing 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 by Health Development Officers Housing, Neighbourhood and Building Services.

### **What will it cover?**

The aim of this four hour introduction session raises awareness of mental health.

Participants will gain:

- An understanding of what mental health is and how to challenge stigma
- A basic knowledge of some common mental health issues
- An introduction to looking after their own mental health and maintaining wellbeing
- Confidence to offer support someone in distress or who may be experiencing a mental health issue

### **Where and when?**

10<sup>th</sup> September 2020 at 9:00am to 1:00pm in the Endeavour Training Room (1<sup>st</sup> Floor)  
Core 5 for Liberal Democrats Party/Progressive Portsmouth People Group Councillors/  
Non Aligned Independent Councillor

16<sup>th</sup> September 2020 at 1:00pm to 5:00pm in the Endeavour Training Room (1<sup>st</sup> Floor)  
Core 5 for Labour Party/Progressive Portsmouth People Group Councillors/ Non Aligned  
Independent Councillor

23<sup>rd</sup> September 2020 at 9:00am to 1:00pm in the Endeavour Training Room (1<sup>st</sup> Floor)  
Core 5 Conservative Party/Progressive Portsmouth People Group Councillors/ Non  
Aligned Independent Councillor

## **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?**

Please contact David Adams (Lead Interventionist) on  
E: [David.Adams@portsmouthcc.gov.uk](mailto:David.Adams@portsmouthcc.gov.uk) to arrange bespoke one to one sessions.

## **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 facilitated by Lee Todd (Communications Manager) of PCC's Community and Communication team.

#### **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?**

Please contact on Lee Todd (Communications Manager)

E: [Lee.Todd@portsmouthcc.gov.uk](mailto:Lee.Todd@portsmouthcc.gov.uk) to arrange bespoke one to one sessions.

Social Media guides and information are available via Portsmouth City Council Intranet and Local Government Association website links are as follows:

#### **Portsmouth city council guidance**

<https://www.portsmouth.gov.uk/intranet/documents-internal/81.199-social-media-guidance.pdf>

#### **Local Government Association Guidance**

<https://www.local.gov.uk/our-support/guidance-and-resources/comms-hub-communications-support/digital-communications/social-1>

## 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?

Please contact on Jane Leech (Public Health Development Manager)

E: [Jane.Leech@portsmouthcc.gov.uk](mailto:Jane.Leech@portsmouthcc.gov.uk) to arrange bespoke one to one sessions.



## **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 its 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?**

Please contact on Charles Pericleous (Prevent Coordinator)

E: [Charles.Pericleous@portsmouthcc.gov.uk](mailto:Charles.Pericleous@portsmouthcc.gov.uk) to arrange bespoke one to one sessions.

## 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>

## Portsmouth City Council Learning and Development Courses (Personal Development Learning)

Portsmouth City Council Learning and Development Team offer a wide range of courses which are open to councillor's to book via the Portsmouth Learning Gateway (PLG).

Please see below a small sample of the courses that are available to book via Portsmouth Learning Gateway (PLG).

- Chairing Sensitive Meetings
- Effective Report Writing Skills
- Conflict management
- Building Assertiveness Skills
- Time Management Skills
- Facilitation Skills
- Resilience Awareness
- Introduction to Project Management
- Restorative Practice

If you wish to explore Personal Development Learning opportunities please contact Roland Bryant, HR Business Partner Learning & Development,  
E: [Roland.Bryant@portsmouthcc.gov.uk](mailto:Roland.Bryant@portsmouthcc.gov.uk)

