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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Employment Committee
Subject:	Report from the Member Training Working Group
Date of meeting:	9 March 2023
Report by:	Senior Local Democracy Officer on behalf of the Member Training Working Group
Wards affected:	N/A

1. Requested by

- 1.1 For oversight by the Employment Committee, which has the Member Training Strategy detailed as one of its responsibilities in Part 2 of the council's constitution

2. Purpose

- 2.1 To advise members of the committee of the revised member induction programme and the wider training offer for members in 2023/24.

3. Information Requested

- 3.1 The Peer Review recommended that the council should establish a cross party working group to begin a dialogue with members on the approach to training and development, taking into account the outcomes of the independent review.
- 3.2 Below are the relevant actions from the Peer Review, which at its first meeting the Member Training Working Group adopted as its Terms of Reference:
- consider outcomes from the Independent Review in relation to member learning and development;
 - agree a core offer of training that all members must do;
 - agree an additional offer appropriate for Member learning and development;
 - agree a supplementary core offer of training that Members should do to undertake specific roles;
 - agree the most appropriate format and channel for delivery of training; and

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- act as Champions for the offer back with their groups.

3.3 Following consultation with Group Leaders, the membership of the group was confirmed as:

Councillor Charlotte Gerada
Councillor George Madgwick
Councillor Darren Sanders
Councillor Benedict Swann

3.4 The Member Training Working Group met three times, on 12 October 2022, 4 November 2022, and 7 December 2022.

3.5 During the meetings the group discussed and agreed the following:

Induction evening for newly elected councillors

3.6 The induction evening to be held at 18:00 the Monday after the elections (Tuesday in 2023 due to the additional Bank Holiday). The date to be given to all election agents and candidates as soon as they are announced, so that the date can be put into diaries should the candidate be returned.

- (i) 18:00 - Arrival at Civic Office (meet and greet in Civic ground floor reception by Democratic Service Team member and escorted to third floor, Chief Exec's conference room). Official photos taken, post box available for members to return their completed forms and Teas/Coffees.
- (ii) 18:15 - Welcome by CEO & brief introduction to Portsmouth City Council.
- (iii) 18.40 - 'Being a Councillor' - a talk by Honorary Aldermen relaying some experiences of being a councillor and useful information on how to handle some different scenarios.
- (iv) 19.15 - IT equipment handout and induction
- (v) 20:00 - Code of Conduct Training
- (vi) 21:00 - Close, hand out of building access passes

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Handbook for Members

- 3.7 In place of a hard copy handbook, the group favoured the suggestion of an online 'Members' Hub'. This hub will contain all of the information in the previous hard copy handbook but broken down into easily navigable folders. Aside from saving paper and being more clearly organised, other advantages of this approach is that it can be accessed anywhere and continually updated so that it always remains relevant and current.
- 3.8 The link to the Members' Hub will be sent to all members upon election, along with the invites to the training sessions. Newly elected members will be able to access the Members' Hub as soon as they are set up with their PCC device at the induction evening.
- 3.9 On the election night newly elected members will continue to receive a hard copy of the Constitution, along with the necessary documents for completion. These will be inside an envelope for their return at the induction evening.

Councillor Training Offer for 2023

- 3.10 In addition to the in-person induction evening the group agreed the below training offer. These to be evening sessions (5 or 5.30pm) to be delivered in a hybrid format to allow attendees to join in the most convenient way for them.
- 3.11 **Compulsory training for all new members delivered weeks 2-6** (two slots to be offered). Dates to be set in advance and conveyed to candidates as per the welcome evening.
- (i) How the Council works - week 2. To include the role of Council/Cabinet, overview of committee structure, the council strategy, the role of ward councillors and the member protocol;
 - (ii) Safeguarding;
 - (iii) Information Governance including use of social media;
 - (iv) Diversity and anti-discrimination
- 3.12 **Compulsory committee training for members of a committee (Weeks 3 to 6)**
- (i) Planning Training - W/C 22 May (Planning Committee 31 May)
 - (ii) Licensing Training - W/C 22 May or 29 May
 - (iii) Employment Committee
 - (iv) G&A&S Committee
 - (v) Scrutiny - All Scrutiny Members

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3.13 Director Briefings (Recommended) (weeks 5-8)

- (i) Portsmouth International Port
- (ii) Public Health
- (iii) Finance & Resources
- (iv) Adult Care
- (v) Regeneration (includes Local Plan
- (vi) Corporate Services
- (vii) Housing, Neighbourhood & Building Services
- (viii) Children's Services & Education

3.14 Week 8 onwards (optional)

Remainder of training calendar dates to be set based upon demand.

- (i) Looked After Children
- (ii) Housing Needs Advice & Support
- (iii) Integrated Impact Assessments
- (iv) Prevent (preventing violent extremism)
- (v) Mental Health Awareness
- (vi) Systems Thinking - bespoke 1-1 sessions
- (vii) Healthy Conversation Skills - Making Every Contact Count

- 3.15 The group noted that further work is required to address training and development for both members and officers, particularly around the member/officer protocol. That aspect is being addressed with the member working group for the Constitution and with the support of the Centre for Governance and Scrutiny.

Accessibility - Equipment Provision

- 3.16 The Council provides standardised IT equipment to officers and members. On occasion there is a need for different equipment to ensure equality of access. Where necessary reasonable adjustments will be made for members where required to enable them to carry out their role.

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Signed by (Director)

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Appendices: N/A

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location