# Nottinghamshire County Council

# MEMBER INDUCTION AND TRAINING PROGRAMME 2021-2025

| | Topic | Mand (All) | Mand (New) | Rec | Opt | Deliverer | Overview |
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| **Week 1**<br>**10 -14 May 2021** | First steps<br>- Signing of documents<br>- Handover induction pack<br>- Issuing of ICT equipment | ✓ | | | | Democratic Services ICT | Newly elected Members will be asked to book an appointment between 11 May and 13 May. During the 2-hour slot, Members will sign the Declaration of Acceptance of Office, begin their paperwork, have photographs taken and be issued with a temporary access badge.<br><br>This will be followed by a short orientational tour.<br><br>Finally, Councillors will be issued with their IT equipment. Support will be available to help Members familiarise themselves with their devices and any specific support required. |

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| | Welcome and Introduction to Council from Chief Executive and Chief Officers (Virtual Meeting) | ✓ | | | | Chief Executive Members of CLT | Chief Executive, Anthony May introduces the County Council. |
| | Councillor roles and responsibilities (Virtual Meeting) | | ✓ | | | Monitoring Officer Democratic Services Customer Services | Covering:<br>• Councillor and Officer roles<br>• Council Structure, decision making and procedure rules<br>• Relationships with officers<br>• Membership of outside bodies<br>• Members Code of Conduct, and protocols on use of resources, CDF etc<br>• Queries and Complaints<br>• Constituency Issues – including an overview of how customer services can help |
| | Virtual Committee Meetings (Virtual Group) | | ✓ | | | Democratic Services ICT | This session will introduce you to the world of virtual committee meetings, including general etiquette and behaviour, including muting microphones and when to ensure cameras are turned on. Also included will be procedure |

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| | | | | | | | rules for meetings and the conventions of debate. You will also have an experience of what it feels like to take part in a virtual committee. |
| **Week 2 17-21 May 2021** | Highways (Virtual Group) | | | | ✓ | Service Director, Place and Communities | One of the areas that Members frequently get contacted about is Highways. This session provides a spotlight on the work of the Highways Team and the work of Via.<br><br>The session will also explore with relationship of customer services and My Notts App |
| | Place Department (Virtual Group) | | | | ✓ | Corporate Director, Place | Deputy CEO Adrian Smith will give an induction on behalf of the Place Department. This will give you a chance to understand how they work and how they can assist you in serving your community, |
| | Children and Young People's Department (Virtual Group) | | | | ✓ | Corporate Director, Children and Families Services | Colin Pettigrew will give an induction on behalf of the Children and Young People's Department. This will give you a chance to understand how they work and how they can assist you in serving your community, |

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| | | | | | | | The session will also cover Councillors' responsibilities as a corporate parent |
| | Adult Social Care and Public Health Department (Virtual Group) | | | | ✓ | Corporate Director, Adult Social Care and Public Health Director of Public Health | Melanie Brooks and Jonathan Gribbin will give an induction on behalf of the Adult Social Care and Public Health Department. This will give you a chance to understand how they work and how they can assist you in serving your community, <br><br> This session will also cover Councillors' adult safeguarding role |
| | Chief Executive's (Virtual Group) | | | | ✓ | Chief Executive Service Director, HR and Customer Service Service Director, Finance and Procurement | Anthony May, Marjorie Toward and Nigel Stevenson will give an induction on behalf of the Chief Executive's Department. This will give you a chance to understand how they work and how they can assist you in serving your community, |
| | Introduction to Customer Services (Virtual Group) | | | | ✓ | Customer Services (Marie Rowney) | The Customer Services Team can help Members deal with their constituents' enquiries. This session will explore further the role of the Customer Services Team |

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| | | | | | | | and the ways in which they can support Councillors.<br><br>This one-hour session will also cover MyNotts app, Members Hub and website |
| | Emergency Planning (Including COVID-19 update) (Virtual Group) | | | ✔ | | Service Director, Place and Communities Group Manager, Emergency Planning Management and Registration | This session will include an overview of the Council's response to the COVID-19 pandemic and address your role as a local leader in the event of an emergency, as well as how Officers support this work. |
| | Civic roles and Chairing Council meetings (1-2-1) | Mandatory for the Chairman and Vice-Chairman of the Council | | | | Monitoring Officer Democratic Services. | During this session you will be provided with support and advice around the various civic responsibilities and the Chairing of Council meetings to help you undertake your role effectively<br><br>The session will also cover the Civic support available, annual events and protocols/etiquette. |
| | Committee Chairs briefings (1-2-1)<br><br>Committee Lead Officers will liaise with their Chairs to agree a briefing date. Sessions can commence, but are not restricted, to this week. | Mandatory for new committee chairs and vice-chairs, and recommended for all | | | | Committee Lead Officers | Meetings will be arranged for each Chair and Vice-Chair covering their Committee's areas of responsibility, key service areas and officer leads, current key projects, officer delegations and preferred reporting arrangements, |

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| | | | | | | | arrangements for briefings and arrangements for pre-agenda meetings. (One hour). |
| | Chairing skills (Virtual Group) | Mandatory for new committee chairs and vice-chairs, and recommended for all | | | | Monitoring Officer Democratic Services | This hour long session will give you an overview of tips and techniques for chairing meetings and an overview of Council procedure |
| | IT New Starter Sessions (Virtual Group) | | | | ✓ | ICT | Multiple sessions each lasting 30 minutes covering:<br><br>- Outlook<br>- Teams<br>- Accessing the intranet and key features |
| Week 3 24 – 28 May 2021 | Ethical Standards and Code of Conduct (Virtual Group) | ✓ | | | | Monitoring Officer | A one-hour session to ensure Councillors are aware of the County Council's Code of Conduct, how it is applicable and how to ensure your decisions are of the highest standard. The session will also include an introduction to the Independent Person. |
| Week 4 31 May – 4 June 2021 | Half Term *While no formal sessions will be provided Members will be able to access knowledge boosters and online training modules (these are set out in the later stages of this programme)* | | | | | | |

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| **7 June – 2 July 2021** | ICT – Getting the most from your device | | | | ✓ | ICT | 30 minute sessions on a range of topics to help Councillors get the most from their device. |
| | ICT – Getting the most from your Smartphone | | | | ✓ | ICT | A session to help Councillors get the best from their Smartphones |
| | Planning and Licensing Committee (including Rights of Way) (Virtual Group) | Mandatory for all Planning Committee Members and substitutes<br><br>*Committee Members and substitutes will also be required to undertake periodic updates and refresher training* | | | | Service Director, Investment and Growth | The session will cover the regulatory and procedural arrangements for members who sit on the Planning Committee |
| | Pension Fund Committee (Virtual Group) | Mandatory for Pension Fund Committee Members and substitutes<br><br>*Committee Members and substitutes will also be required to undertake regular updates and refresher training* | | | | Service Director, Finance and Procurement | The session will cover the regulatory and procedural arrangements for members who sit on the Pension Fund Committee |
| | Pension Board (Virtual Group) | Mandatory for Pension Board members<br><br>*Pension Board Members will also be required to undertake regular updates and refresher training* | | | | Service Director, Finance and Procurement | The session will cover the regulatory and procedural arrangements for members of the Pensions Board |
| | Health and Wellbeing Board (Virtual Group) | | | ✓ | | Democratic Services | This session will cover the role and responsibilities of Members of the Health and Wellbeing Board and its relationship with other organisations and bodies. |

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| | Health Scrutiny Committee (Virtual Group) | | | ✔ | | Democratic Services | The session will cover the roles and responsibilities of Health Scrutiny Committees, including the legislative framework and their powers. |
| | Governance and Ethics Committee (Virtual Group) | | | ✔ | | Monitoring Officer Service Director, Finance and Procurement Group Manager, Assurance | The session will include the role of the Committee on the scrutiny of the Council's Statement of Accounts its role and the role of external and internal audit<br><br>It will also outline the role of the Governance and Ethics Sub-Committee when considering formal reports relating to Member conduct investigations |
| | Committee briefings – opposition spokesperson (1-2-1) | Optional for opposition spokesperson on each Committee | | | | Committee lead officers | Briefings for the opposition spokesperson for each committee on key service areas, officer leads and current key projects. |
| | Handling the media and media interviews (Virtual Group) | Optional for the Leader, Deputy Leader, Committee Chairs and Group Leaders | | | | Communications | |
| | Information Security / Information Governance (E-learning) | ✔ | | | | Data Protection Officer (Team Manager for Information Governance) | A 30-40 minute online training module to be accessed through the learning portal. |

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|  | Safety and Security for Members (Virtual Group) |  |  | ✓ |  | Health and Safety Team Manager | Your personal safety is important.  In this one hour session you will learn about how to keep safe in your work as a County Councillor with John Nilan, Team Manager, Health and Safety. You will also be given a brief overview of the lone worker app Councillors can use – a more detailed session will be available later in the programme |
|  | ICT – Programme and task-focussed sessions |  |  |  | ✓ | ICT | Sessions to help Councillors get the most from their Yoga, focussing on specific programmes and tasks. |
|  | County Hall building induction (In Person) | ✓ |  |  |  | Facilities | Health and safety orientation of County Hall and overview of facilities. |
| Month 3-6 5 July – 1 October 2021 | Equalities & Diversity (E-learning) | ✓ |  |  |  | Corporate Equalities | Understanding the Council's role as an equal opportunities employer, the Public Sector Equality Duty, how we can best represent the whole of our communities, and challenging our own underlying assumptions in order to make better, more representative decisions. |
|  | Modern Slavery (Virtual Group) |  |  | ✓ |  |  | A one hour session in which you will find out what the Council is doing |

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| | | | | | | | to prevent modern slavery and human trafficking |
| | Local Government Finance and Audit (Virtual Group) | Mandatory for new Members but recommended for all | | | | Service Director, Finance and Procurement | This hour-long session will cover Local Government financing, setting the Council's budget, Financial Regulations and Procurement Rules, the role of Audit and timelines for key financial and audit decisions throughout the year. |
| | Lone Worker App (Virtual Group) | | | | ✓ | ICT | Members will receive training on using the lone working app. |
| | Familiarisation with Council Services Market Place | | | ✓ | | Group Managers | An opportunity to meet with key representatives from a range of services who will be able to provide you with an overview of their areas. |
| | Social Media Training for Councillors (Virtual Group) | | | ✓ | | Local Government Association | A 2-hour session on social media and tips on posting, responding, conduct, defamation, etc.<br><br>The workshop aims to share best practice and explore the value of social media and how it can be best utilised by Councillors, including managing criticism and engaging with residents. |
| | New Code of Conduct (Virtual Group) | ✓ | | | | Monitoring Officer | This hour and a half long session will cover the |

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| | | | | | | | Council's new Code of Conduct (with repeat) |
| | Recruitment and Selection Training (as required) | Training will be provided for Leader, Deputy Leader of the groups, business managers, service committee chairs and opposition spokespersons for service committees. Mop up sessions to be provided for anyone else on the panel as required. | | | | Monitoring Officer | You will be trained on the various aspects of recruitment and HR necessary to undertake your role as a recruitment panel member |
| **4 October onwards** | Local Government Association Fundamentals (Pension) | Optional for new members of the Pension Fund Committee | | | | | |

# Other training

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| **Local Government Association Training for Lead Members:** | LGA Leadership Essentials for Finance | | Optional for the Leader and Finance Committee Chair | | | LGA | The course discusses longer term strategies for sustainability as well as balancing the budget on an annual basis and how to work with officers to ensure that the Council is making the most of its opportunities. |
| | LGA Leadership Essentials for Children's Services | | Optional for the Chair of Children and Young People's Committee | | | LGA | Lead Members for Children's Services are responsible for providing leadership to Children's Services in their area and hold a statutory role. This session aims to support Lead Members with the key challenges they face in the changing policy landscape. |
| | LGA Leadership Essentials for Adult Social Care | | Optional for the Chair of Adult Social Care and Public Health Committee | | | LGA | This session supports Lead Members with the key challenges the face in adult social care in the changing policy landscape. |
| | LGA Effective Opposition programme | | Optional for Opposition Group Leader | | | LGA | This weekend focuses a range of topics and skills and techniques, including building good working relationships with key officers, engaging with external stakeholders, |

| | | | | | ✓ | | working with the local media and getting the most out of social media. |
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| **Free training** | Various free training aimed at Councillors provided by the Local Government Association, East Midlands Councils, etc. | | | | ✓ | | |
| **Fee-based training (subject to budgetary limits per annum)** | LGIU, LGA, East Midlands Councils and other fee-based training | | | | ✓ | | |
| **My Learning portal** | Training modules available through the My Learning Portal | | | | ✓ | | |
| **Mentoring** | Mentoring for new Councillors provided by Groups | | | | ✓ | | |

# Knowledge Boosters

Knowledge boosters are available via the My Learning portal. They include factsheets and workbooks that a Councillor might find helpful if they would like more information on a subject. These are not mandatory and can be completed at a Councillor's convenience should they wish to boost their knowledge on any topic.

- Equality and diversity factsheet: Religion (https://www.businessregulatorysupport.co.uk/media/12002258/religion-and-belief-factsheet.pdf )

# Local Government Association Councillor workbooks

- A councillor's workbook on effective opposition during COVID-19, reset and recovery
- 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
- Health in All Policies and COVID-19
- Influencing skills
- Local government finance
- Mentally healthier places
- Planning
- Neighbourhood & community engagement
- Neighbourhood planning - ward councillors
- New councillors
- Scrutiny
- Scrutiny of finance
- Stress management and personal resilience
- Supporting residents with complex issues
- Working with town and parish councils