

Proposed Training Topics for Induction and General training

Subject	Type of training	Mandatory/Recommended/Optional	Induction Programme or General Training
Social Media training for Councillors	Virtual Group	Mandatory	Induction/Periodic General
Equalities and Unconscious bias	Virtual Group	Mandatory	Induction/Periodic General
Ethical Standards and Code of Conduct	Virtual Group	Mandatory	Induction/ Periodic General
Safety and Security for members	Virtual Group	Mandatory	Induction/Periodic General
Information Security and Information Governance	Virtual Group	Mandatory for new members and Recommended for all members	Induction/Period General
Corporate Parenting and Children's Safeguarding	Virtual Group	Mandatory	Induction
Adult Social Care and Health and Adults safeguarding	Virtual Group	Recommended	Induction
Modern Slavery	Virtual Group	Recommended	Induction
Signing Acceptance of Office, Photographs and issue of ID Cards	Guided 1-2-1	Mandatory	Induction
Welcome and Introduction to Council from Chief Executive and Chief Officers	Virtual Group	Recommended	Induction
Familiarisation with Council Services – meet representatives of key Council services	Market Place event	Recommended	Induction, open to all
County Hall Office Tour/familiarisation and Health and Safety procedures	Guided 1-2-1	Mandatory	Induction
ICT Briefing: <ul style="list-style-type: none"> <li>• Effective use of ICT equipment</li> <li>• Acceptable Use</li> <li>• Overview of Information Security, Information Governance and Data Protection</li> </ul>	Guided 1-2-1	Mandatory for all members prior to issue of ICT equipment	Induction/periodic refresher
Issue of ICT Equipment and Telephony	Guided 1-2-1	Mandatory for all members	Induction
Planning and Licensing Committee	Face to face/virtual 1-2-1	Mandatory for Planning Committee members	Induction for all new and returning members
Pension Fund Committee	Face to Face/virtual 1-2-1	Mandatory for Pension Fund Committee members	Induction for all new and returning members

Pension Board	Face to Face/virtual 1-2-1	Mandatory for Pension Board members	Induction for all new and returning members
Health and Wellbeing Board	Face to face – virtual 1-2-1	Recommended for all HWB members	Induction for all new and returning members
Health Scrutiny Committee	Face to face – virtual 1-2-1	Recommended for all HSC members	Induction for all new and returning members
Police and Crime Panel	Face to face – virtual 1-2-1	Recommended for all PCP members	Induction for all new and returning members
Recruitment and Selection Training	Virtual Group	Mandatory	Members of Senior Staffing Sub-Committee and any other members involved in staffing recruitment
<p>Councillor roles and responsibilities:</p> <ul style="list-style-type: none"> <li>• Councillor and Officer roles</li> <li>• Council Structure, decision making and procedure rules</li> <li>• Relationships with officers</li> <li>• Membership of outside bodies</li> <li>• Members Code of Conduct, and protocols on use of resources, CDF etc</li> <li>• Queries and Complaints</li> <li>• Constituency Issues</li> </ul>	Virtual groups	Mandatory for new members but open to all	Induction
Virtual Committee Meetings – training on effective participation in virtual meetings including general etiquette and links to procedure rules	Virtual Group	Mandatory for new members	Induction
<p>Local Government Finances and Audit</p> <ul style="list-style-type: none"> <li>• Local government financing</li> <li>• Setting the Council's budget</li> <li>• Financial regulations and Procurement Rules</li> </ul>	Virtual Group	Recommended for new members but open to all	Induction

<ul style="list-style-type: none"> <li>• Role of Audit</li> <li>• Timelines for key financial and audit decisions through the year</li> </ul>			
Emergency Planning and Local Resilience Forum – roles and responsibilities of local ward members at County level in the event of national or local emergencies	Virtual Group	Recommended for all members	Induction
Key Council contracts/companies – briefing on Via (highways), Inspire (Libraries) , Arc (Property) and Veolia (waste PFI) contracts	Virtual group	Recommended for all members	Induction
Communities and Place Department <ul style="list-style-type: none"> <li>• Service Overview and Key contacts</li> <li>• Key projects</li> </ul>	Virtual Group	Recommended for new members	Induction
Adult Social Care and Public Health Department <ul style="list-style-type: none"> <li>• Service Overview and Key contacts</li> <li>• Key projects</li> </ul>	Virtual Group	Recommended for new members	Induction
Children and Young People’s Department <ul style="list-style-type: none"> <li>• Service Overview and Key contacts</li> <li>• Key projects</li> </ul>	Virtual Group	Recommended for new members	Induction
Chief Executive’s Department <ul style="list-style-type: none"> <li>• Service Overview and Key contacts</li> <li>• Key projects</li> </ul>	Virtual Group	Recommended for new members	Induction
Various free training aimed at Councillors e.g. LGA, East Midlands Councils etc	External – first come first served	Optional for members wishing to build their skills	General
LGIU/ East Midlands Councils fee based training	External	Optional but subject to budgetary limits per annum to be limited by group numbers and according to need/experience.	General
My Learning My Career, learning portal online learning	Online	Recommended for all members	General self-directed learning via free online training resources

Proposed Training Topics for role specific training

Subject	Type of training	Mandatory/Discretionary	Relevant Roles
Handling the media and media interviews	Virtual Group	Optional	Leader, Deputy Leader, Committee Chairs and group Leaders
Civic roles and Chairing Council Meetings <ul style="list-style-type: none"> <li>• Civic roles and support, annual events and protocols/etiquette</li> <li>• Conduct of Council meetings and Council procedure rules</li> </ul>	1-2-1	Mandatory	Chairman and Vice Chairman of the Council
Effective chairing of Meetings: <ul style="list-style-type: none"> <li>• Pre-agenda meetings</li> <li>• Declarations of Interest</li> <li>• Committee Rules of Procedure</li> <li>• Handling Amendments to Motions</li> <li>• Effective timekeeping during meetings</li> <li>• Public speaking (where relevant)</li> <li>• Support arrangements</li> </ul>			All Committee Chairmen and Vice Chairmen
Committee Service areas <ul style="list-style-type: none"> <li>• Meeting for each Committee Chair as regards their Committee's areas of responsibility covering:               <ul style="list-style-type: none"> <li>• Key service areas and officer leads</li> <li>• Current key projects</li> <li>• Officer delegations and preferred reporting arrangements</li> <li>• Arrangements for briefings</li> <li>• Arrangement for pre-agenda meetings</li> </ul> </li> </ul>	1-2-1	Mandatory for new Committee Chairs, Recommended for all Committee Chairs	All Committee Chairmen and Vice Chairmen
Committee briefings: <ul style="list-style-type: none"> <li>• Key service areas and officer leads</li> <li>• Current key projects</li> </ul>	1-2-1	Optional	Offered by Chief Officers for opposition

<ul style="list-style-type: none"> <li>• Arrangements for briefings</li> </ul>			spokesperson on each Committee
LGA Leadership Essentials for finance	External	Optional	Leader and Finance Committee Chair
LGA Leadership Essentials for Children's services	External	Optional	Chair of Children's Committee
LGA Leadership Essentials for Adult Social care	External	Optional	Chair of Adults Committee
Group relationships, support and conduct: <ul style="list-style-type: none"> <li>• Role of group leader and group support</li> <li>• Managing group relationships with key officers</li> </ul>	1-2-1	Mandatory	Group Leaders
LGA Effective Opposition programme	External	Optional	Opposition group Leaders
Governance and Ethics Committee <ul style="list-style-type: none"> <li>• To outline the role of members in the Audit and assurance process</li> <li>• To outline the role of Governance and Ethics Sub-Committee when considering formal reports relating to member conduct investigations</li> </ul>	Virtual Group	Mandatory	All members of Governance and Ethics Committee