

Member training and development scheme 2020-24

Purpose

1. To ensure that all elected members are equipped with the basic skills, knowledge and resources they need to perform their duties and responsibilities as a councillor during their term of office.

Principles

2. Member training and development will be based on the following principles:
 - i. An induction for new members and essential training for all members will be treated as compulsory.
 - ii. Additional training and development opportunities will be offered to equip members for their particular duties and responsibilities.
 - iii. Induction and training will be offered on a range of dates and times, including evening as well as daytime sessions.
 - iv. Presenters will strive to ensure that training is interactive, engaging and caters for a range of learning styles.
 - v. Feedback from members will inform the content and delivery of induction and training sessions.

Compulsory induction and training

3. Welcome sessions for new members will be held in the week after Oxford City Council elections and will be followed by a programme of induction training to equip new members with the skills and knowledge they need for their term of office as a councillor. This will include training on finance, safeguarding and values and behaviours.
4. New members will be expected to complete all elements of the induction programme by the end of July in the year in which they are elected unless the Head of Law and Governance agrees that special circumstances apply.
5. Returning members will as a minimum arrange to sign their oath of office prior to the Annual Council meeting and may attend an initial induction session should they wish to do so. Returning members will also be encouraged to attend the induction training, particularly where they have not previously attended training on the topics covered.
6. Training on the Code of Conduct and planning will be compulsory for all members on a biennial basis. Licensing training will be compulsory for members appointed to licensing committees on an annual basis. Members who have not attended the compulsory planning or licensing training will be barred from sitting on planning committees and licensing sub-committees respectively until they have done so.

7. Compulsory training may be required more frequently where there are changes to policy, legislation or Government guidance and the Head of Law and Governance determines that training on such changes is necessary and cannot wait until the next scheduled training on that topic.
8. Members elected in by-elections held separately from City Council elections will be offered an initial induction session and compulsory training on an individual basis on the Code of Conduct, planning and, if appointed to a licensing committee, licensing. Induction training on finance, safeguarding and values and behaviours will not be offered on an individual basis but their attendance when this training is next held will be treated as compulsory.
9. The programme of compulsory induction and training over the course of a members' term of office is set out in Table 1.

Table 1: Programme of compulsory induction and training by term of office

	<i>Year of term of office</i>			
	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>
Induction welcome	✓*	✗	✗	✗
Induction training: Safeguarding	✓*	✗	✗	✗
Induction training: Finance	✓*	✗	✗	✗
Induction training: Values & behaviours	✓*	✗	✗	✗
Code of Conduct	✓	✗	✓	✗
Planning	✓	✗	✓	✗
Licensing (members of licensing committees only)	✓	✓	✓	✓

**Compulsory for new members only but all members will be encouraged to attend*

10. The programme of compulsory induction and training to be delivered in each year of this scheme is set out in Table 2.

Table 2: Programme of compulsory induction and training by year

	<i>Induction</i>	<i>Code of Conduct</i>	<i>Planning</i>	<i>Licensing</i>
2020	New members elected in 2020 (all members will be encourage to attend)	All members	All members	All members appointed to licensing committees
2021				All members appointed to licensing committees

2022	New members elected in 2022	All members	All members	All members appointed to licensing committees
2023				All members appointed to licensing committees
2024	New members elected in 2024	All members	All members	All members appointed to licensing committees

11. An overview of the timing and indicative content of the induction and training is set out in Table 3. In addition the Council will seek to respond to any new or emerging training needs that are identified (e.g. from member feedback) over the period of this scheme where resources allow.

Table 3: Indicative timing and content of compulsory induction and training

<i>Compulsory session (delivered by)</i>	<i>Timings</i>	<i>Indicative content</i>
Induction welcome (Chief Executive & Law and Governance. All directors and heads of service will be invited to meet new members)	Before the Annual Council meeting for new members only Choice of one daytime and one evening session – 3 to 6 hours	<ul style="list-style-type: none"> • Introductions • Oath of office (for all members) • Form completion • Photo and issuing of ID/fob • Issuing of ICT equipment and training on its use • Code of Conduct training • Overview of the Council • Key issues for the Council • Video clips of member interviews and Council meetings
Induction training: safeguarding (Corporate Policy, Partnership and Communications)	By end July -choice of various dates and times – 1.5 hours	<ul style="list-style-type: none"> • What safeguarding means • Safeguarding duties • Governance (OSCB and OSAB) • Protocols and procedures • Figures for Oxfordshire • Categories of abuse • Risk factors • Reporting concerns
Induction training: finance (Financial Services)	By end July - choice of various dates and times – 1.5 hours	<ul style="list-style-type: none"> • Overview of the Council's finances (General Fund, HRA and Capital) • Income and expenditure

		<ul style="list-style-type: none"> • Debt profile / borrowing • Investments • Rents • Budget setting • Capital process • Signing off the accounts • Risk management
<p>Induction training: values and behaviours</p> <p>(external trainer / Organisational Development)</p>	<p>By end July - choice of various dates and times – 1.5 hours</p>	<ul style="list-style-type: none"> • Public Sector Equality Duty and the Equality Act • Unconscious bias • Lone working principles
<p>Code of Conduct</p> <p>(Law and Governance)</p>	<p>As part of the welcome and induction session for new members</p> <p>By end July for returning members - choice of various dates and times 1.5 hours</p>	<ul style="list-style-type: none"> • Seven principles of public life • General obligations • Members’ interests • Dispensations • Complaint handling arrangements • Standards Committee • Outside bodies • Media communications • Use of information • Data Protection • Member-officer protocol
<p>Planning</p> <p>(Planning Services and / or an external trainer)</p>	<p>Prior to the first committee meeting for members of planning committees</p> <p>By the end July for other members - choice of various dates and times</p> <p>2 hours</p>	<ul style="list-style-type: none"> • Service overview • National Planning Policy Framework • Local Plan and planning policy • Growth Strategy • Community Infrastructure Levy • Development management • Planning committees • Planning applications • Material considerations • Decision making • Conditions • Planning Code of Practice • Bias and predetermination
<p>Licensing</p>	<p>Two half-day sessions prior to the first case work sub-committee meeting</p>	<ul style="list-style-type: none"> • Licensing functions • Licensing committees • Role of councillors • Licensing policy

(external trainer / Regulatory Services & Community Safety)		<ul style="list-style-type: none"> • Hearings • Decision making • Licensing objectives • Conditions • Fit and proper test
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Additional training and development opportunities

12. Additional skills based non-compulsory training opportunities will be made available to members to support them in their specific roles as a councillor. This will include training delivered in house by officers or external trainers. The focus of additional training and development will be informed by feedback from members on their development needs and priorities. An indicative programme of additional training is set out in Table 4.
13. Subject to the allocation of budget and the agreement of their Group Leader, members may also access external training courses and events relevant to their special responsibilities or the reasonable learning and development of a councillor.

Table 4: Indicative programme of additional training

<i>Non-compulsory session (delivered by)</i>	<i>Indicative timings</i>	<i>Indicative content</i>
Thematic planning issues in depth (Planning Services)	At intervals avoiding post-election periods – 1.5 hours	<ul style="list-style-type: none"> • Interpreting reports and material considerations • Key urban design principles • Permitted development and enforcement • Planning viability assessments
Audit training (Financial Services)	Prior to or following the first meeting of the Audit and Governance Committee – 1 hour	<ul style="list-style-type: none"> • Role of Audit and Governance • Internal and external audit • Risk management • Annual Governance Statement • Statement of Accounts
Appointments training (external provider / Organisational Development)	Annually when new members are appointed	<ul style="list-style-type: none"> • Unconscious bias
Scrutiny training (Law and Governance)	On a one to one basis prior to the second meeting of the Scrutiny Committee – 1 hour	<ul style="list-style-type: none"> • What Scrutiny is • Key values and aims • Powers • Operating principles • Work programming • Call in process

		<ul style="list-style-type: none"> • Role of Scrutiny members • Role of supporting officers
<p>Social media training (Corporate Policy, Partnership and Communications)</p>	<p>Following the delivery of compulsory training in election years – 1 hour</p>	<ul style="list-style-type: none"> • Getting started on social media • Building engagement and two-way dialogue • The legalities of using social media • Social media protocol for councillors
<p>Media skills training for new Cabinet Members (Corporate Policy, Partnership and Communications / external trainer)</p>	<p>As requested following the appointment of new Cabinet Members – 1 hour</p>	<ul style="list-style-type: none"> • Interview skills including a mock interview • Guidance on media releases
<p>Chairing skills training for new committee chairs (External trainer / Law and Governance)</p>	<p>As requested following the appointment of new committee chairs – 2 to 3 hours</p>	<ul style="list-style-type: none"> • Role and purpose • Time management and preparation • Protocols and the Constitution • Managing challenging contributions and controversial meetings
<p>Lord Mayor / First Citizen training (External trainer / Civic Office)</p>	<p>As required.</p>	<ul style="list-style-type: none"> • Chairing Council meetings • Meeting procedures • Speeches for public engagements • Handling the media
<p>Leadership (LGA)</p>	<p>Available to the Leader and Deputy Leader(s) as required.</p>	<ul style="list-style-type: none"> • Current challenges faced by local government • Leadership behaviours, strategies, skills and mind-set
<p>Personal safety training (External trainer / Organisational Development)</p>	<p>July-September 2020 In election years in March prior to City Council elections</p>	<ul style="list-style-type: none"> • Lone working • Risks and hazards • Recognising warning signs • Conflict management
<p>Service overviews (Housing Services, Community Services)</p>	<p>May – July in election years – Half day offered twice</p>	<ul style="list-style-type: none"> • Overview of Housing and Homelessness Services & the Housing Group • Overview of Community Services

& Oxford Direct Services)		<ul style="list-style-type: none"> • Overview of Oxford Direct Services
Briefings on topical issues (various services)	Generally monthly on briefing dates set by Council	<ul style="list-style-type: none"> • Key issues for the city and the Council – to be informed by feedback from members and senior officers.
ICT equipment (Business Improvement)	At induction for new members – 1 hours Drop in sessions or formal training – 1 hour	<ul style="list-style-type: none"> • Use of devices, phones and PCs • Use of Outlook • Document management • Settings • Wifi access • Printing • ICT Acceptable Use Policy
Committee software (Law and Governance)	At induction for new members. Drop in sessions as required - 1 hour	<ul style="list-style-type: none"> • Use of app • Setting up committees • Public and private applications • Document library • Use of extranet • Annotating documents

Further induction support and resources

14. All newly elected members will be issued with a welcome pack including details of the induction programme, various forms for completion and essential information about the Council including its corporate priorities, senior management structure, committee remits, the Council companies and contact details for the various services.
15. All new members will be paired with a “buddy” from within the Committee and Member Services team who will provide general support through the induction process with reference to a checklist of items for new members to do or be aware of.
16. Members appointed to Cabinet for the first time will be paired with a buddy from within the senior management team to support them in that role.
17. Committee and Member Services will maintain an online “resource library” with up to date information for members including training and briefing materials.

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