

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, as set out in the Councillors' Allowances Scheme.
 - 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 as part of an expanded induction programme.
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 upon their (re)elections and subsequently 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

	Year 1	Year 2	Year 3
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. An overview of the timing and indicative content of the induction and training is set out in Table 2. 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 2: Indicative timing and content of compulsory induction and training

Compulsory session (delivered by)	Timings	Indicative content
Induction welcome (Chief Executive &	Before the Annual Council meeting for new members only	<ul style="list-style-type: none"> • Introductions • Oath of office (for all members) • Form completion

<p>Law and Governance. All directors and heads of service will be invited to meet new members)</p>	<p>Choice of one daytime and one evening session – 3 to 6 hours</p>	<ul style="list-style-type: none"> • 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
<p>Induction training: safeguarding awareness (Corporate Policy, Partnership and Communications)</p>	<p>By end July -choice of various dates and times – 1.5 hours</p>	<ul style="list-style-type: none"> • What safeguarding means • Safeguarding duties • Governance (OSCB and OSAB) • Protocols and procedures • Figures for Oxfordshire • Categories of abuse (to include domestic violence and coercive control) • Risk factors • Reporting concerns
<p>Induction training: finance (Financial Services)</p>	<p>By end July - choice of various dates and times – 1.5 hours</p>	<ul style="list-style-type: none"> • Overview of the Council's finances (General Fund, HRA and Capital) • Income and expenditure • Debt profile / borrowing • Investments • Rents • Budget setting • Capital process • Signing off the accounts • Risk management
<p>Induction training: values and behaviours (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 (Law and Governance)</p>	<p>As part of the welcome and induction session for new members By end July for returning members - choice of various dates and times</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

	1.5 hours	<ul style="list-style-type: none"> • Use of information • Data Protection • Member-officer protocol
Planning (Planning Services and / or an external trainer)	Prior to the first committee meeting for members of planning committees By the end July for other members - choice of various dates and times 2 hours	<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
Licensing (external trainer / Regulatory Services & Community Safety)	Two half-day sessions prior to the first case work sub- committee meeting	<ul style="list-style-type: none"> • Licensing functions • Licensing committees • Role of councillors • Licensing policy • Hearings • Decision making • Licensing objectives • Conditions • Fit and proper test

Additional training and development opportunities

11. Additional skills based 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 3.
12. 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 3: Indicative programme of additional training

<i>Additional training (delivered by)</i>	<i>Indicative timings</i>	<i>Indicative content</i>
Safeguarding awareness	Annually	<ul style="list-style-type: none"> • What safeguarding means • Safeguarding duties

(Corporate Policy, Partnership and Communications)	All Members will be strongly encouraged to attend by officers and through Groups	<ul style="list-style-type: none"> • Governance (OSCB and OSAB) • Protocols and procedures • Figures for Oxfordshire • Categories of abuse (to include domestic violence and coercive control) • Risk factors • Reporting concerns
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 • Role of Scrutiny members • Role of supporting officers
Social media training (Corporate Policy, Partnership and Communications)	Following the delivery of compulsory training in election years – 1 hour	<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
Media skills training for new Cabinet Members	As requested following the appointment of new Cabinet Members – 1	<ul style="list-style-type: none"> • Interview skills including a mock interview • Guidance on media releases

(Corporate Policy, Partnership and Communications / external trainer)	hour	
Chairing skills training for new committee chairs (External trainer / Law and Governance)	As requested following the appointment of new committee chairs – 2 to 3 hours	<ul style="list-style-type: none"> • Role and purpose • Time management and preparation • Protocols and the Constitution • Managing challenging contributions and controversial meetings
Lord Mayor / First Citizen training (External trainer / Civic Office)	As required	<ul style="list-style-type: none"> • Chairing Council meetings • Meeting procedures • Speeches for public engagements • Handling the media
Leadership (LGA)	Available to the Leader and Deputy Leader(s) as required	<ul style="list-style-type: none"> • Current challenges faced by local government • Leadership behaviours, strategies, skills and mind-set
Personal safety training (External trainer / Organisational Development)	July-September 2020 In election years in March prior to City Council elections	<ul style="list-style-type: none"> • Lone working • Risks and hazards • Recognising warning signs • Conflict management
Service overviews (Housing Services, Community Services & Oxford Direct Services)	May – July in election years – Half day offered twice	<ul style="list-style-type: none"> • Overview of Housing and Homelessness Services & the Housing Group • Overview of Community Services • 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 • Use of virtual meetings software

		(if required)
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

13. 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.
14. 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.
15. 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.
16. 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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