BRIDGEND COUNTY BOROUGH COUNCIL

MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2022 / 23

The development events in this programme have been arranged for Elected Members. It has been designed to reflect the skillset and requirements of members. Additional opportunities will arise throughout the year which will be publicised. Requests for specialist session will also be considered.

The Democratic Services Committee will provide direction for member development activities that need to be undertaken and to ensure that the development needs of members are met. The Committee will also receive updates regarding the Member Development Budget and any evaluation of the Elected Member Learning and Development Strategy that is undertaken.

E-Learning
The Council's e-learning system is available for members using the Learning and Development website. It provides an effective and innovative way to learn in the form of bite-sized units accessible either in the council offices, at work or at home; which members can revisit as needed at a time to suit them.

There are a range of courses available with more being developed and most modules can be completed in 30 minutes. There is a guide to e-learning for members available on the Council's intranet which will explain how to log on.

The following e-learning modules are <u>mandatory</u> for all Members:

UK General Data Protection Regulation
Corporate Induction
Display Screen Equipment (DSE)
ICT Code of Conduct
Safeguarding children and adults – raising awareness
Fire Safety
Violence against women, domestic abuse and sexual violence

Other development opportunities

A range of other development opportunities are available throughout the year which are provided to staff. If space is available then places will be offered to members.

Keeping development records

A record of attendance at all development sessions will be kept by the Democratic Services Team. Members who wish to add to their record of development with training from other sources for CPD purposes are more than welcome to do so. Please send details to the Democratic Services Team.

For help and advice about this programme please contact the Democratic Services Team.

Date and Time	Delivery	Facilitator	Development Session
October 2021 onwards		WLGA Council	**Council Information and promotion activities** • WLGA be a Councillor information; • Training for mentors from national organisations; • Open evenings, information sessions, mentoring and shadowing schemes for potential candidates; • Comms and media initiative encouraging understanding of the democratic process, voting, participation.
February 2022 onwards			Issuing of Candidates' Information Pack
Thursday 5th May 2022			**Local Government Elections**
PHASE 1 – ADMINISTRATION			
Friday 6th May	Elections Count	Democratic Services Team Payroll Team Chief Executive / Monitoring Officer	**Induction Sessions** **(Essential for all members)** • On the ground officer meet and greet session; • Induction packs issued as part of introductory package; • Signing Acceptance of Office; • New starter HR/Payroll Forms/ID Cards; • Pension and Disclosure and Barring Service (DBS) information; • ICT equipment collection /induction arrangements; • Civic Office orientation (Council offices and County facilities, access and security, maps); • Briefing of the facilities available to Elected Members.
Monday 9th May Session 1: 9am – 12pm Session 2: 1pm – 4pm	Committee Rooms, Civic	Democratic Services Team Payroll Team	**Induction Sessions – continued from Friday 6th May** **(Essential for all members)** • On the ground officer meet and greet session;

Tuesday 10th May Session 1: 9am - 12pm Session 2: 1pm – 4pm		ICT Team Chief Executive / Monitoring Officer	• Induction packs issued as part of introductory package; • Signing Acceptance of Office; • Declarations of Personal Interests; • Official photographs for council website and ID cards; • New starter HR/Payroll Forms/ID Cards; • Pension and Disclosure and Barring Service (DBS) information; • ICT equipment collection /induction arrangements; • ICT support - there will be an opportunity for members to ask questions/raise queries; • Civic Office orientation (Council offices and County facilities, access and security, maps); • Briefing of the facilities available to Elected Members
Wednesday 11th May 10am – 12pm Thursday 12th May 2pm – 4pm	Microsoft Teams	Chief Executive Corporate Directors and key officers	**Welcome Briefing** **(Essential for new members)** This session provides an essential overview for members newly elected to the council.
Friday 13th May 2pm – 4pm Monday 16th May 2pm – 4pm	Microsoft Teams	Monitoring Officer	**Standards in Public Life / Code of Conduct** **(Mandatory for all new members)** This session will provide councillors with a greater depth of understanding of standards expected in public life and the council's Code of Conduct.
Friday 13th May 10am – 11am Monday 16th May 10am – 11am	Microsoft Teams	External Facilitator	**Member Induction** How to hit the ground running as a new member – what you need to know about the legal and governance issues. **(Essential for new members)**

Tuesday 17th May 10am – 12pm 2pm – 4pm	Microsoft Teams	Democratic Services	**General Outline of Committees** **(Essential for new members)**
	E-learning modules	Learning and Development	**Corporate Induction** **Display Screen Equipment (DSE)** **ICT Code of Conduct** **Safeguarding children and adults – raising awareness** **Fire Safety** **Violence against women, domestic abuse and sexual violence** **UK General Data Protection Regulation** **(Mandatory for all Members)**
Wednesday 18th May	Microsoft Teams		**ANNUAL MEETING OF COUNCIL**
PHASE 3 – THE CORE FUNCTIONS COMMITTEE MEETING CYCLE BEGINS			
Monday 23rd May 10am – 12pm 2pm – 4pm	Microsoft Teams	Legal Officer Licensing Officers	**Licensing Committee** Responsibilities of the committee and licensing law. **(Members of the Committee are required to attend in order to be able to serve on the Committee)**
Tuesday 24th May 10am – 4pm (with break for lunch)	Microsoft Teams	External Facilitator Legal Officer Planning Officers	**Development Control Committee** Responsibilities of the committee and planning law. **(Members of the Committee are required to attend in order to be able to serve on the Committee)**

Wednesday 1st June 10am – 12pm	Microsoft Teams	WLGA	**Scrutiny Chairing Skills** This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. **(For members appointed as a Chairperson or Vice-Chairperson of a Scrutiny Committee)**
Wednesday 1st June 2pm – 4pm	Microsoft Teams	Head of Internal Audit	**Governance & Audit Committee** **(Members of the Committee are required to attend in order to serve on the Committee)**
Monday 6th June 2pm – 4pm	Microsoft Teams	WLGA	**Overview and Scrutiny** The session will also consider the development of the function, look at the importance of work programming and prioritisation including promotion of its value to secure greater engagement from the Executive, different operating methods such as task and finish groups. There will be a focus on outcomes and drawing on best practice. **(Members of Scrutiny Committees are required to attend in order to be able to serve on the Committee)**
Tuesday 7th June 2pm – 4pm	Microsoft Teams	Chief Finance Officer / External Facilitator	**Introduction to Treasury Management** This session will provide Members with an overview of legislation and how funds are invested at BCBC. **(For all members of the Governance and Audit Committee)**

Wednesday 22nd June 10am – 12pm Thursday 23rd June 2pm – 4pm	Microsoft Teams	Chief Finance Officer key officers	**Financial Awareness** This session provides an understanding of how the Council's budget formulation process works and how to understand the Council's financial position. **(For all members)**
Wednesday 29th June 10am – 12pm 2pm – 4pm	Microsoft Teams	Chief Executive key officers	**Corporate Plan** **(For all members)** • Annual Delivery Plan; • Transformation Programme • Wellbeing of Future Generations Act; • Five ways of working under the Act; • Performance Management & Reporting; • Public Service Board
Thursday 30th June 10am – 12pm Friday 1st July 2pm – 4pm	Microsoft Teams	Corporate Director – Social Services and Wellbeing key officers	**Corporate Parenting & Safeguarding / Social Services and Wellbeing (Wales) Act** **(For all members)**
Friday 1st July 10am – 12pm	Microsoft Teams	External Facilitator	**General Chairing Skills** This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required.

			(For all members appointed as a Chairperson or Vice of a Committee)
Tuesday 5th July 10am – 12pm Wednesday 6th July 2pm – 4pm	Microsoft Teams	Consultation and Engagements Equalities Manager	**Equalities and Diversity** Equality Act Diversity Declaration Socio-economic duty Welsh Language **(For all members)**
TBC	Microsoft Teams	External Facilitator	**Planning - Local planning and development management** **(For non-committee members)**
TBC	Microsoft Teams	TBC	**Member Referrals** **(For all members)**
TBC	Microsoft Teams	External Facilitator	**New Cabinet Development** **(For Cabinet members)**
TBC	Microsoft Teams	External Facilitator	**Personal Safety & Self-Care** Stress management; Personal resilience; Work-life balance; Bullying and harassment; Online abuse/using social media; Sources of help and support within and beyond the Council; and Public Speaking and working with the media. **(For all members)**

TBC	Microsoft Teams	External Facilitator	**Questioning Skills** **(For all members)**
TBC	Microsoft Teams	External Facilitator	**Appointments, appeals and interview skills** **(For members of the Appointments Committee and Appeals Panel)**
PHASE 4 AND 5 – IDENTIFYING THE NEEDS OF INDIVIDUAL COUNCILLORS AND CONTINUING DEVELOPMENT **SIX MONTHS AFTER THE ELECTION**			
December 2022 – January 2023	Democratic Services	Head of Democratic Services	**Personal Development** All members will be afforded the opportunity of individual Personal Development Interview and Scrutiny Impact Questionnaire.
Ongoing		By experienced members	**Local Mentoring Schemes**

*Please note that these sessions are subject to change.
*Refresher training will be provided for all essential topics as appropriate.